



## Executive Monthly Report

Full Name	Vijayraagavan Vijayathirupathi
Position	Vice President Internal
Report Period	1-10-2024 to 15-10-2024

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status
2nd Oct	GSA-LIC	Legal services negotiation	N/A	01:00	President	C
3rd Oct	Executive bursary discussion	Revised the Execs Bursary	Need to get approval from council	01:30	GSA Staff	C
3rd Oct	Payroll	Verified GSA Staff and Executive payrolls	N/A	01:15	VP Internal	C
4th Oct	DOS Debrief	Discussion on Frosh activities and concerns raised	N/A	01:00	DOS	C
7th Oct	Council meeting agenda	Constructed agenda points to be discussed	N/A	00:30	President	C
8th Oct	Staff- Exec meeting	Discussed on upcoming task and concerns	N/A	01:30	GSA Staff	C
8th Oct	Discussion on Departmental allocations	Along with funding manager discussed the amounts required for sub associations and related issues	N/A	00:30	VP Internal	C
9th Oct	DOS-Sustainability meetup	Had networking event with the office of	N/A	02:00	VP Internal	C



Graduate Student's Association  
2024-2025

		sustainability and other student organizations				
9th Oct	Reimbursements	Analyzed each receipt and approved reimbursements	N/A	01:30	VP Internal	C
9th Oct	Meet up with DOS coordinator	Discussion on DOS referendum question	N/A	00:30	President	C
10th Oct	Budget Committee	Approval of events and fundings	N/A	01:20	VP Internal	C
10th Oct	Meet with Orientation committee	Meet up with Big 6	N/A	02:00	DOS	C
10th Oct	Meet up with Office of sustainability	Discussed about the collaborations between GSA and University	Require updates from Sustainability team	01:00	VP Internal	C
10th Oct	Handbook Discussion	Took final decisions on handbook delivery	N/A	00:30	VP Internal	C
10th Oct	Halloween-Finances	Discussion with on allocating finances for halloween event	N/A	00:45	VP External	C
11th Oct	Policy committee	Approval of Exec bursary	N/A	00:20	President	C
11th Oct	Payment for Frosh photography	Verified the working hours and initiated payment	N/A	00:30	VP Internal	C
11th Oct	Advocacy Centre	Scheduled meeting with Advocacy center to discuss pending cases	N/A	01:00	VP Academics	C
11th Oct	Sexual Violence policy	Concerns regarding the potential causes with the Sexual violence policy	N/A	01:30	GSA Staff	C
11th Oct	GSA Staff - Internal Affairs	Concerns with staffs and GSA Vision	N/A	01:30	President, GSA staff	C
14th Oct	Appointments Committee	Discussion on hiring for Arts and Science	N/A	00:30	VP Academics	C
14th Oct	Presidential meet	Discussed about GSA situations, concerns,	N/A	01:00	President	C



Graduate Student's Association  
2024-2025

		strategy, updates my tasks and allocated new tasks				
14th Oct	EMR Creation	Created october month report	N/A	00:20	VP Internal	C

Total Hours spent : 23Hours 10 minutes

Unmarked activities:

1. Office Hours.
2. Addressing emails.
3. Brainstorming of future activities
4. Day-to-day communication with Staff and Executives in GSA.