

### 3rd Weekly meeting

**Date:** 09/10/08

**Venue:** SA Office

**Time:** 6.15

**Attendees:** Gerard, Douglas, Irfaan, Rozanne, Yusri, Manoo, Chong Ee, Indra

Item	Description	Action and Tracking
1.	SNS Dialogue	Scheduled for Tuesday (14/10/08) 5.30 to 6.30 pm
2.	Election Committee	All Sa Execs except Douglas are to be in the committee and will be discussed further at a later date
3.	CS Fair – post mortem	Football club was “missing”, there weren’t enough chairs and tables to accommodate all clubs and Societies as some C&S’s monopolized many tables and chairs. In the future, the number of tables and chairs should be allotted to each CS and set the standard
4.	Kick off week posters are still up on soft boards	Execs to remove them when they see it, and for future events, assign a member of the help squad to remove them after each event.
5.	ISB constitution to be made	Meeting on the 20 <sup>th</sup> , 6 pm, Chaturi to be informed
6.	SA weekly meeting	To be set for every Thursday at 6pm. Maximum time allotted for the meeting is 1.5 hours
7.	Posters	Rules and regulations to be made and CS are to sign agreement forms, to be prepared by Chong EE by the 20th
8.	SA Website	To be dealt with by the



		communications officer when appointed
9.	Borrowing of equipment	Yusri Suggested a log book system
10.	SA Constitution	A team to be made to work with a lecturer from the business school, Douglas in charge.
11.	Video conferencing with UK counterpart	24 <sup>th</sup> October 2008, 3.30 pm, 7 – 10 members to attend. Agenda to be ready by Thursday (16/10/08)
12.	Officials for games	To be outsourced to avoid conflict and to ensure fairness
13.	Subsidies for events	Will be done case by case.
14.	Regarding transportation and Food woes	No emails from the SA Execs
15.	Bus schedule	There will be 2 busses from kajang at 11.30 pm, another bus from tesco at 2.30 and another one from kajang at 2.30
16.	Breakfast, lunch and Dinner busses.	Non on weekdays for breakfast and lunch, but will be available on weekends. Dinner buses remain as per usual
17.	Kick off week report	To be prepared by Chong Ee
18.	Welcoming banners	To be removed by Irfaan
19.	Window on the office door to be sealed to avoid outsiders from looking in.	This to be done by Irfaan
20.	Office hours for SA Execs	To be done by the 20 <sup>th</sup> by the secretary
21.	SA Equipments	To be placed at consistent positions



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22.	speakers	Should not be overcharged, to avoid future damage.
23.	Dance room booking forms should be reformatted to include student name,id,email proxy and phone number.	To be done by Yusri
24.	Executives to follow the hierarchy of the organization	
25.	The new food committee	To be handled by Irfaan
26.	Phone lines for SA Execs	All executives have unanimously agreed that they will be requiring Phone lines as they are spending more on credit since becoming an executive. Douglas to bring up the issue with Paul.

\*meeting adjourned at 8.40PM\*

Prepared by:

Approved By:

Verified by:

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**Indraveni.K**

(SA Secretary)

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**Douglas Emmanuel T**

(SA President)

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**Gerard Aloysius Francis**

(SA Manager)