

**Kick off week feedback meeting**

**Date:**29/09/08

**Venue:**HB18a

**Time:** 3.24 pm

**Attendees:** Gerard, Douglas, Irfaan, Rozanne, Yusri, Indra

Item	Description	Action & Tracking
1.	Our mission & vision	To serve the student community & to improve student life and leave a legacy. G feels mission and vision should be included into the SA website
2.	Kick off week feedback	Seniors have commented that we have brought in a wave of fresh air. Overall feedback received was positive with minor glitches in the planning aspect.
3.	Breakfast lunch and dinner busses	Will be monitored and schedule decided after the Ramadhan break.
4.	Elections	A committee should be formed and interview to be held
5.	CS fair	Yusri wants a committee
6.	Treasurer wished to chose a committee to help count money	Irfaan felt that the committee should be open to all students, majority felt R had the right to chose who she felt was right to help her out and therefore by appointment only
7.	Help Squad & Interim Team	Should be taken out for an appreciation dinner for all the help and support they have given the SA
8.	Air conditioning in the 2 tv rooms	Has been approved by the SA and will be fixed soon
9.	Code of Conduct	To be strictly adhered to
10.	Glitches between SA Execs	When there is a problem, talk about it, in the office, not out in public, Execs have been advised to not have public cat fights
11.	Disclaimer forms	Absolutely necessary to enforce disclaimer forms for every event. This can also be



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		included in registration forms.
12.	CS Fair	There may be clashes with eating area and the Fair itself. Execs should not encourage the stamping of posters on weekends.
13.	Editorial Board	EB do not want to work with the SA. Since they went for training, they expect to be paid for their poster designing services.
14.	International Students Bureau	Meeting should be held after the CS fair
15.	Approval of pool and Rotaract club	Will be done after the break.

\*Meeting adjourned at 5.30 Pm\*

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)