

Date: 23/10/08

Venue: HB18a

Time: 6.35pm

Attendees: Douglas, Irfaan, Indra, Yusri, Rozanne, Manoo, Chong Ee, Ayub, Isaac.

Absent with apologies: Narain

| No. | Description | Action & Tracking |
|-----|---|---|
| 1. | Agenda for tomorrow's video conferencing was discussed | Chong Ee added, that events should be shared between campuses. Inter campus talent quest also to be held. |
| 2. | The SA's of all the three campuses should meet | Unanimously agreed for end of January. |
| 3. | Chong Ee proposed bicycle stands to be available on campus | Table agreed with Chong Ee's idea, and Chong Ee to be in charge. |
| 4. | Isaac suggested having a symposium between universities in Malaysia during the Summer holidays. | However, since it'll be during the summer holidays, this was not well accepted. |
| 5. | Ayub proposed to work with IS department regarding the sending of emails to particular students instead of all students like how it works in the UK | Table agreed on matter, and Ayub is working on the matter. |
| 6. | Code of Conduct | Not being followed entirely. Students should not be allowed past the sitting area in the SA |
| 7. | Bus Coupons | Its necessity, shall be discussed further in next week's meeting |
| 8. | Any information to be passed to communications officer. | Ayub will be in charge of disseminating information to all execs. |
| 9. | Chong Ee to get the forms ready by next week. | Additional time was allotted to him. |
| 10. | Newsletter by SMC, table unanimously agreed for the cheapest quotation. | The SA will subsidize half(RM1050) the cost as the first issue is to be distributed freely to all students. |
| 11. | Communications officer to liaise with the IS department regarding phone lines for SA Execs. | |

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| 12. | Outdoor club equipments were agreed for. | SA will help in its acquisition, however at the same time, these equipments should be made available for other clubs and Societies to use since the SA is paying for it. |
| 13. | Cleaning timetable to be prepared for office to be cleaned on a weekly basis. | To be prepared by SA Secretary. |
| 14. | New tables to be provided in the SA by the management to ease dinning facilities | |
| 15. | Volley ball club & Nottingham nature club | Were approved of. |

meeting adjourned at 7.45

Prepared by:

Approved By:

Verified by:

Indraveni.K

(SA Secretary)

Douglas Emmanuel T

(SA President)

Gerard Aloysius Francis

(SA Manager)