

Weekly General Meeting

Date: 28/11/08

Time: 4.40 pm

Venue: SA Office

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

Absent with apologies: Narain

No.	Description	Action & Tracking
1.	Emails sent by SA Execs	Should be uploaded unto google docs so that it can be checked by other executives to see if the content is appropriate.
2.	Violent attack in Forest bar	A special meeting will be held to further discuss this matter in detail. Legal action will be taken against those who spread unnecessary/ untrue news whether verbally or written.
3.	International Cultural Week (ICW) updates	SA Execs to be on standby to assist the organizing committee
4.	Meeting with Paul Boardman	Thursday 3 pm
5.	List of shops for business centre	Will be edited on google docs, Gerard will assume it is complete by Monday 4pm.
6.	Meeting with CS	Instead of a meeting, an email will be sent out by Yusri
7.	Team for Societies officer	Yusri will recruit one or two persons to help him out in the borrowing and returning of equipments.
8.	Proposal of whiteboard to be filled out by CS	Rejected.
9.	Deadline for E- Survey on Security	December 1 st .
10.	Peer evaluation forms to begin with SA president	To be done by Indra
11.	SSC meeting	Gerard will not be available if proposed on Friday (5/12)

12.	Room booking system	Ayub is still working on it, scheduled to be ready by next semester. All borrowing of equipments and room will only be available from 11am to 7 pm
13.	Updates from Chong Ee	He will be organizing an entertainments team appreciation dinner
14.	Emails to Ian Pashby or Paul Boardman	Should be cc'd to their respective PA – Judy Wong when emailing to Paul and Roselin Ong when emailing to Ian

meeting adjourned at 7.30pm

Prepared by:

Approved By:

Verified by:

Indraveni.K

(SA Secretary)

Douglas Emmanuel T

(SA President)

Gerard Aloysius Francis

(SA Manager)