

Weekly General Meeting

Date: 13/11/08

Time: 5.26pm

Venue: HB18a

Attendees: Gerard, Douglas, Irfaan, Indra, Yusri, Chong Ee, Narain, Isaac & Ayub.

No.	Description	Action & Tracking
1.	Annual dinner team	The table was introduced to the annual dinner team by Chong Ee Annual dinner proxy to be made for use by the committee members. Name for proxy was passed to Ayub by Chong Ee
2.	Student Forum on Monday (17/11/08) 5.30 pm	<ul style="list-style-type: none"> a. Mainly for getting feedback. b. Douglas will chair the forum. c. Food committee chairman to be part of the forum. d. Narain & yusri (AV System) to organize forum setup. e. Budget to reveal Astro & AV projectors. f. Questionnaires to be made by Ayub, should contain questions related to bus issues, accommodation, food and other welfare issues. g. Slides to be prepared by Irfaan and Ayub.
3.	Permanent Buses for University	Yusri has managed to get a proposal for it.
4.	"No Students beyond this point" sign	The sign shall stay and must be followed
5.	Borrowing of equipments	Ayub working on the forms and procedures, long term booking of SA rooms will not be allowed.
6.	Office equipments	Fans, bins, open/closed sign to be bought by Indra.
7.	Cleanliness of office	Whenever possible, get the cleaners to come and clean the office regularly
8.	Genting trip	Postponed to 30 th of November and will be limited to 2 buses only.
9.	Foul language in the office	Will not be permitted.
10.	Website	Should include event proposal forms

11.	Event proposal forms - Yusri to have another meeting with all CS: update on procedures of organizing events and related issues.	Event proposal forms must be submitted at least two weeks before the event. Execs are not to accept those that are less than 2 weeks.
13.	CS / SA events organized at an external venues	The event proposal form must include either pamphlets or some information on the venue by the organizer. Event proposal will not be accepted for review unless this is included.
14.	Soft board proposal for ACE	Rejected. If one club is given, all other clubs should also be provided with one, as this is not possible for now because of limited wall space in the SA building, ACE's proposal has been rejected.
15.	Posters put up by faculties.	All notices by Faculties central administration placed on notice boards should have their official stamp. Isaac to liaise with Head of Faculties and Central Admin.
16.	Certificate of Appreciation	Interim team members to get those that have been signed by Paul & Gerard. Help Squad members and other committee members to get certs signed by Douglas & Gerard. Certs will be designed by Ayub.
17.	Cultural week	Yusri to follow up by Monday.
18.	Sa Store room inventory taking	19/11/08 6.pm
19.	Platforms used for Deeparaya	Chong Ee to get approval from estate office to keep it in the store room near the elevator

Meeting adjourned at 6.30 pm

Prepared by:

Approved By:

Verified by:

Indraveni.K

(SA Secretary)

Douglas Emmanuel T

(SA President)

Gerard Aloysius Francis

(SA Manager)