

MEETING MINUTES

Meeting:	General council Meeting		
Date of Meeting:	8 th June 2023	Time:	9AM - 10AM
Minutes Prepared By:	GSA VP Academic & External Relations - Ramya Nekkanti	Location:	GOOGLE MEET
1. Meeting Objective	General Council Meeting		

2. Attendees

Council Members: Khalid Iqbal (President), Ramya Nekkanti (VP Academic Affairs and External Relations), Shihab Sharar Isa (VP Finance & Services), Kavya Sathya (VP Student Life)

Management: None

3. Agenda and Notes, Decisions, Issues	
Topic	Discussion
New Student Orientation – Fall 2023	<ul style="list-style-type: none"> Khalid started the meeting to begin making plans for the upcoming New Student orientation event. Shihab talked about updating the dean on the renewal of the GSA website because the website is going to expire by this month end and asked Khalid to pay for it initially. He will process the funds once he returns. Kavya obtained an estimate of approximately 190 students expected to attend the event and shared the first draft for orientation. Ramya and Kavya discussed the goodies and events to be planned on the orientation day.
Action Items	<ul style="list-style-type: none"> Renewal of GSA website probably by July 1st. Kavya updated that we need to email the registrar to get the exact estimate of students to proceed for orientation. Need to get the approval of speakers from the dean for orientation and send the invite by the end of July or first week of August. Need to book the auditorium for the event. Check with CSA if they are having any events planned in the Teglur. Also, need to work on decoration for the orientation day. Need to email financial aid for the vendor list. Update the GSA website accordingly for orientation. Plan for events. Need to email Nadine to discuss the GSA volunteers by mid of July. Need to book catering services and request tables for snacks. Plan send outs for the orientation. Confirm with IT help desk if new graduate students were added to the mailing list and get the list of departments participating in the event.