

## **Agenda**

Central Committee Meeting #8 – 29<sup>th</sup> March Friday 2019

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Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

1. Procedural Matters
  - 1.1. Acknowledgement of Indigenous Owners
  - 1.2. Official Welcome
  - 1.3. Attendance
  - 1.4. Apologies
  - 1.5. Adoption of Agenda
  
2. Confirmation of Previous Minutes
  
3. Matters Arising from Previous Minutes
  
4. Proposal
  - 4.1 Games Night 2019 Proposal
  - 4.2 The Summit 2019 Proposal
  
5. Reports
  - 5.1 PR/Visa Workshop Semester 1 2019 Final Report
  - 5.2 Heads of Club Meeting Semester 1 2019 Final Report
  - 5.3 University Service Essential Semester 1 2019 Final Report
  
6. Other Business
  
7. Next Meeting



## **Unconfirmed Minutes**

Central Committee Meeting 7 – Friday 15<sup>th</sup> March 2019

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Date : 15<sup>th</sup> March 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

### **1. Procedural Matters**

#### **1. Acknowledgement of Indigenous Owner**

#### **2. Official Welcome**

#### **3. Attendance and apologies**

##### Absent with Apologies

Exco : -

Directors : -

Officers : Po-Han (Terry) KUNG, Desmond Wen Zhen CHEW

##### Absent with No Apologies

Exco : -

Directors : Hana AGUSTINE

Officers : -

##### Late with Apologies

Exco : -

Directors :

Officers : Xiaohan (Daisy) WU

##### Leaving Early with Apologies

Exco : -

Directors : -

Officers : Yunan LIN

Motion 1

Move that Standing Orders be adopted for CCM #7 at **16 40**.

Mover : James Bima NOTOWIDJOJO

Seconder : Siobhan LIM

CARRIED without contention.

**4. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #7 be adopted.

Mover : Pik Yu (Phoebe) TEH

Seconder : Kenny Wei Kiat WONG

CARRIED without contention.

**2. Matters Arising from Previous Minutes**

**3. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #6 be accepted and confirmed as a true and accurate record.

Mover : Natassia Thanh MINHTRI

Seconder : Hwei Shin (Cynthia) LEOW

CARRIED without contention.

Motion 4

Move that the PR/Visa Workshop Semester 1 2019 Proposal be accepted.

Mover : Li Shern (Gladys) LEE

Seconded : Archit AGRAWAL

CARRIED without contention.

Motion 5

Move that the ISA Big Day Out & Induction Semester 1 2019 Proposal be accepted.

Mover : Kevin KALIP

Seconded : Harikrishnan KOLAMVEETTIL

CARRIED without contention.

Motion 6

Move that the Customized Good 2019 Final Report be accepted.

Mover : Zhen Torng LEE

Seconded : Sherlyne Jennifer SANTOSA

CARRIED without contention.

Motion 7

Move that the Summerfest Orientation Week Event 2019 Final Report be accepted.

Mover : Xinling LU

Seconded : Wei Jen (Dylan) LAU

CARRIED without contention, with amendment.



**6. Other matters**

Motion 8

Move that CCM #7 be adjourned at **18 46**.

Mover : Weiryn TAN

Seconder : Sher Lynn LIM

Motion CARRIED.

**Prepared by,**

**Kar Mem (Krystal) NGOOI  
Secretary 2018/2019  
UMSU International**

## Games Night 2019 Proposal

Central Committee Meeting #8 – 29<sup>th</sup> March 2019

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### 1. Aim

- To integrate and bond a range of clubs by organizing and executing the event together
- To provide students with a chance to socialize and relax
- To promote UMSU international as the peak student representative body for all international students in the University of Melbourne

Date: 3<sup>rd</sup> April 2019

Venue: Ida Bar

### 2. Budget

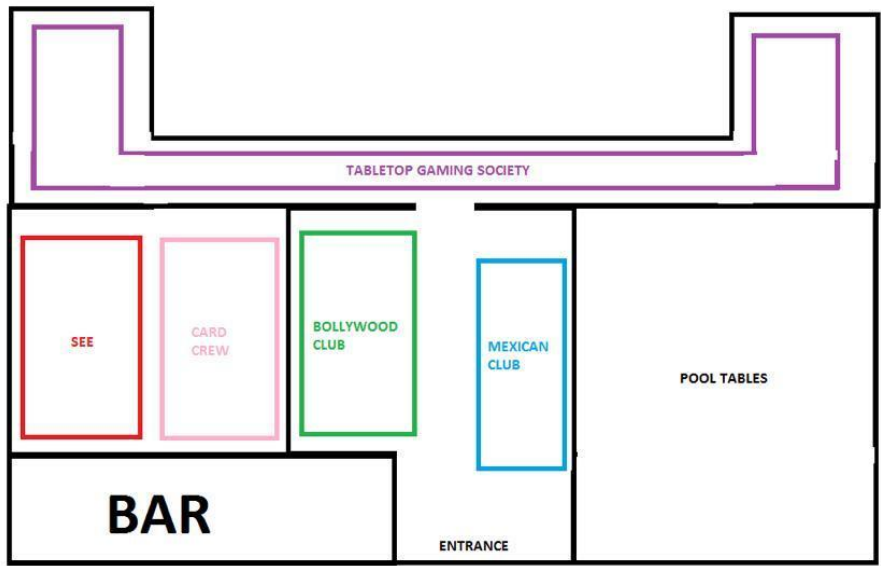
Event	Budget (\$)
Bar booking	100
Food, drinks, snacks	400
AV Equipment Hire (speakers, lighting)	300
<b>Total</b>	<b>800</b>

\*The overall budget might be reviewed based on the contribution from the People of Colour department

### 3. Timeline

3pm - 4pm	Set up and clubs start to arrive
4pm onwards	Games
6pm onwards	Food and drinks are served
8pm - 8.30pm	Cleaning

### 4. Layout



5. Activities

**Tabletop Gaming Society:**

A range of board games will be organized by the club and instructors will be patrolling on a regular basis to make sure the games run smoothly.

**Card Crew:**

Club committee members will be facilitating a number of card games including Poker, Blackjack, Bridge, etc. Members also mentioned being willing to teach and guide beginners during the games. There will be at least one committee member present at all times.

**Society of Electrical Entertainment:**

SEE will provide monitors and controllers for their electronic games such as Mario Kart and Super Smash Bros. Committee members will ensure that participants get their fair share of playtime and teach newcomers about the game and its mechanics.

**Mexican Club:**

Loteria, a traditional Mexican game, similar to Bingo but using images on a deck of cards. Participants will get a cardboard with 16 different images. The caller will randomly selects a card from the deck and announces it to the players by calling the names of the images loudly. The first person to have all 16 images has to yell LOTERIA and wins the game.

**Bollywood Club:**

Proposed a sari wearing competition. Participants have to attempt to fully cover themselves with a sari in a given time.

## **6. PoC Contribution**

The People of Colour department have agreed to collaborate for this event and have been actively helping the team with logistics and planning. They have been attending meetings for discussion and have been very helpful throughout the planning process.

This concludes the proposal. Please feel free to approach anybody from the Cultural & Social team should you have any questions or suggestions.

**Prepared by,**

**The Cultural and Social Team 2018/2019  
UMSU International**



**The Summit 2019 Proposal**Central Committee Meeting #8 – 29<sup>th</sup> March 2019

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**1. Introduction**

UMSU International's "The Summit: Improvise. Adapt. Overcome." is an annual networking and professional conference that connect the current and aspiring student leaders and the industrial professional. Through a series of presentation(s), workshop(s) and panel discussion, we aim to engage the delegates to have a discussion over the employability issue of the University student community, especially towards the international students. A variety of delegates from different universities, organization, clubs and societies will be invited to produce diverse discussions

**2. Objective(s)**

- a. Inspire and motivate current and aspiring students' leaders to make a positive impact in their communities.
- b. Equip student leaders with the skills necessary for the challenges of an employment market in a constant change.
- c. Provide a platform for student leaders to engage in discussion and problem-solving on the challenges

**3. Event description**

The Summit: Improvise. Adapt. Overcome.

Date : 13th April 2019 (Saturday)

Time : 9:00AM - 5:30PM

Venue : Woodward Conference Room, Level 10, Law Building

**4. Overview****a. Guest Speaker**

<b>Speaker</b>
Ethan Donati (Managing Director and Founder of My Millions Dollar Funnels)
Wesa Chau (Director of Cultural Intelligence)
Rebecca Holloway (Recruitment Consultant at Ai Talent Group)
Josh Farr (Founder of Campus Consultancy)
Matt de Bono (Founder at SparkStarter)

<b>Panellist</b>
TBC

### b. Registration

Delegates will be required to register themselves via a Google Form -- this is to keep track of the number of participants, and the gauging interest from the delegates as they have to answer 4 short answered questions when submitting.

As spaces are limited to this venue, the selection of delegate will be based on the applications to ensure the applicants who are attending are keen and willing to participate in discussions and engage with each other.

A confirmation email will be sent to them once they have been selected as student delegates.

### c. Venue

Woodward Conference Centre will be responsible for the food catering including morning tea, light lunch, afternoon tea. Drinks such as coffee and orange juice will be provided throughout the event. Besides, Woodward Conference Centre will provide an AV staff to help the organising committee in the set up of electronic equipment such as audio system, lighting system etc.

## 5. Task Allocation

Coordinator	Task
Jonas Larsen, Ren Jie (Jack) Phang, Olivia Irish	<ul style="list-style-type: none"> <li>Scout and invite professional as speakers or panellists</li> <li>Oversee the entire project</li> </ul>
Archit Agrawal, Zhen Torng Lee	<ul style="list-style-type: none"> <li>Deal with external and internal clubs and societies with their registration procedures</li> <li>Usher the speakers and delegates on the event day</li> </ul>
Wen-Zhen (Desmond) Chew, Siobhan Lim	<ul style="list-style-type: none"> <li>Regulate the registration process</li> <li>Aid in the management of the logistic</li> <li>Obtain token of appreciations for the speaker and panellist</li> </ul>
Michael Gumardi	<ul style="list-style-type: none"> <li>Manage the human resource for the event</li> <li>Manage the emcee recruitment and assist them in the script writing</li> <li>Crowd control with the ISAs</li> </ul>
Po-Han (Terry) Kung	<ul style="list-style-type: none"> <li>Aid in compiling the program booklet, marketing materials and certificates to speakers and volunteers</li> <li>In charge of the event page management</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the slides, microphones, AV equipment are working on the day</li> </ul>
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## 6. Timeline

### a. Preparation phase

Period	Task
Summer Break +Week 1	<ul style="list-style-type: none"> <li>• Discussion and of the overall theme and aims</li> <li>• Shortlisted speaker and</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Send out the invitation to the internal and external organisation</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Emcee recruitment</li> <li>• Gift confirmed for the speakers</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Emcee audition</li> <li>• Progressively update the website and facebook page about the speaker and panellist</li> <li>• Draft of program booklet to be completed</li> <li>• Physical publicity commence</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>• Confirm program booklet</li> <li>• Confirm student delegate from the invited organisation</li> <li>• Emcee script to be confirmed</li> <li>• Stationery for the event to be bought</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• Venue visit if necessary</li> <li>• Briefing for volunteers</li> <li>• Final confirmation emails to speakers, panellist, volunteers and delegates</li> </ul>

### b. On the Event Day

Time	Itinerary
0815 - 0900	Venue setup
0900 - 0930	Registration
0930 - 0945	Opening address Speaker: Ren Jie Phang (Vice President of Umsu International)

0945 - 1030	Keynote 1 Topic: How to win in the modern world? Speaker: Ethan Donati (Managing Director and Founder of My Millions Dollar Funnels)
1030 - 1100	Morning Tea
1100 - 1145	Plenary Session 1 Topic: Cultural Intelligence in Australia's Workplace Speaker: Wesa Chau (Director of Cultural Intelligence)
1145 - 1230	Plenary Session 2 Topic: The Employers' Challenges Speaker: Rebecca Holloway (Recruitment Consultant at Ai Group)
1230 - 1300	Lunch
1300 - 1430	Workshop 1 Topic: Leadership Speaker: Josh Farr (Founder of Campus Consultancy)
1430 - 1445	Break
1445 - 1545	Panel Discussion Topic: Now or Never: Preparing for the Inevitable
1545- 1645	Keynote 2 Topic: Adapting to Changes in Entrepreneurship Speaker: Matt De Bono (Founder at SparkStarter)
1645 - 1700	Closing address Speaker: Olivia Irish (Education & Welfare Director, Umsu International)
1700 - 1730	Networking with Evening Tea

## 7. Budget

The budget allocated for this project is AUD16170 (incl. GST)\*

Item(s)	Amount (incl. GST)
Venue hiring	10000

Appreciation gift	2000
Program booklet	650
Stationery (Pens, name tag)	200
Videography**	300
Other***	3020

\*The budget without GST is AUD14700

\*\*This serves as an additional payment to the earlier purchase of video filming package

\*\*\*For any unforeseen circumstances or of goods' price

## 8. Conclusion

This concludes my proposal for The Summit: Improve. Adapt. Overcome., Semester 1 2019. The agenda may subject to any changes due to any unforeseen circumstances. Please do not hesitate to approach the Education and Welfare department or the President if you have any suggestions, concerns, or enquiries.

Thank you.

**Prepared by,**

**Ren Jie (Jack) PHANG**  
**Vice President (Education and Welfare) 2018/2019,**  
**UMSU International**

**PR/Visa Workshop Semester 1 2019 Final Report**  
 Central Committee Meeting #8 – 29<sup>th</sup> March 2019

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## 1. Introduction

This report concludes the PR/Visa workshop which was organized on Thursday, 21st March 2019. The objectives of this event are as follows:

- To provide international students with insight into the process and the pathways of obtaining Permanent Residency and Temporary Working visa.
- To familiarise students with any newly implemented immigration policies.
- To address the queries that graduating students may have on visa or immigration.

The event details are as follows:

<b>Coordinator</b>	Chew Desmond Wen-Zhen, Michael William Gumardi
<b>Date</b>	21st March 2019, Thursday
<b>Time</b>	12.30 PM to 2.30 PM
<b>Venue</b>	Lowe Theatre, Redmond Barry Building
<b>Speaker</b>	Michael Moeidjiantho
<b>Participants</b>	145 including 15 Walk-ins
<b>OBs and ISAs</b>	7 OBs and 4 ISAs

## 2. Event Flow

<b>Time</b>	<b>Activity</b>
<b>11.45am - 12.15pm</b>	Set-up
<b>12.15pm - 12.30pm</b>	Registration
<b>12.30pm - 2.15pm</b>	Information Session + Q&A Session
<b>2.15pm - 2.30pm</b>	Networking and Refreshments
<b>2.30pm - 3.00pm</b>	Clean up

### 3. Expenditure

	<b>Amount</b>
<b>Budget Allocated</b>	<b>\$400</b>
<b>Actual expenses</b>	
Food and Drinks (incl. cups, serviettes)	\$203.04
Appreciation gift for speaker	\$44.50
Miscellaneous (table hire)	\$11.82
<b>Total Actual Expenses</b>	<b>\$259.36</b>
<b>Budget Surplus</b>	<b>\$140.64</b>

### 4. Feedback and Suggestions

#### 4.1. Publicity and Registration:

This year due to a delay in the opening of the registration, we did not have enough responses initially to prioritise third year or graduating students. Confirmation emails were sent out on a first come first served basis. We had 207 responses in total but only 130 people confirmed their attendance. We suggest that a similar approach be followed for all future events wherein each participant is asked to confirm attendance and a reminder email is sent to all confirmed participants as it seems to minimise drop outs on the final day. Also, at the end of the registration form, it should be made clear that participants should expect an acceptance email from us. In case they do not receive one, they should contact UMSU International. This will help us tackle any technical issues with Google Forms. Participants should also be expected to reply to the acceptance email in order to confirm their attendance on the event day itself as this would allow us to better judge the number of attendees.

There were also quite a few participants who entered the venue without registering. This was because there were 2 entry doors to the lecture hall and the other entrance was not supervised initially. It is recommended to double check the venue and consider placing OBs to handle registrations at every possible entrance to the venue.

#### 4.2. Information session:

The information session went smoothly on the event day itself. Prior to the event, we asked the speaker for a copy of the slides so that we can prepare the slides earlier on the day of the workshop. Besides, this also allowed us to send out the slides of the workshop to all participants as this was the feedback that past participants have gave us.

Another suggestion that we have is that the IT facilities at the venue should be checked at least one day before the event. It should be ensured that we have devices that are compatible to IT system at the venue and our presentations are working properly.

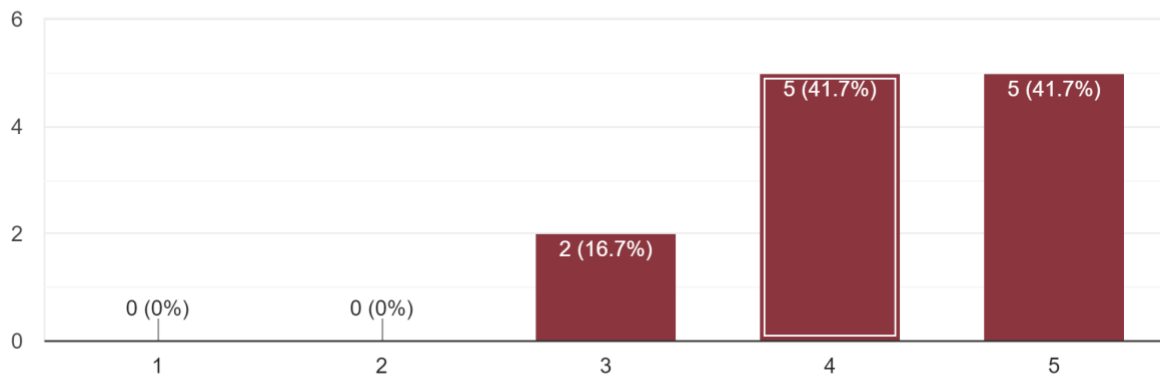
#### 4.3. Feedback and its Mechanism:

In the last event, we used written response instead of online responses as we were able to generate more responses. However, this time due to environment reasons, we stuck to online responses for our feedback form. But, we may consider switching back to written responses again for our next event as we only managed to obtain 12 responses.

The responses are represented below:

#### How useful was the workshop?

12 responses



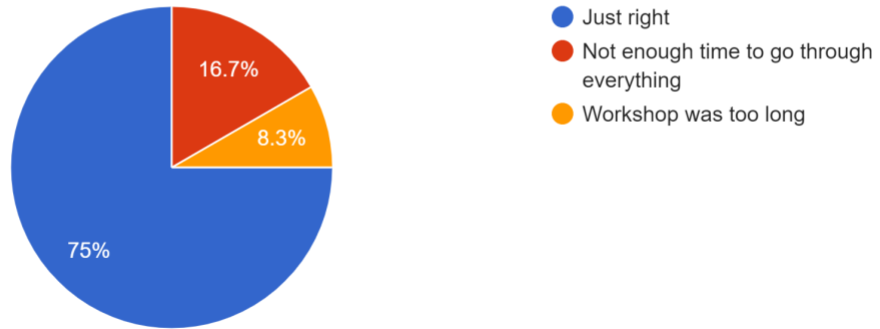
Invalid Responses: 0

Total Responses: 12



### How was the timing of the workshop?

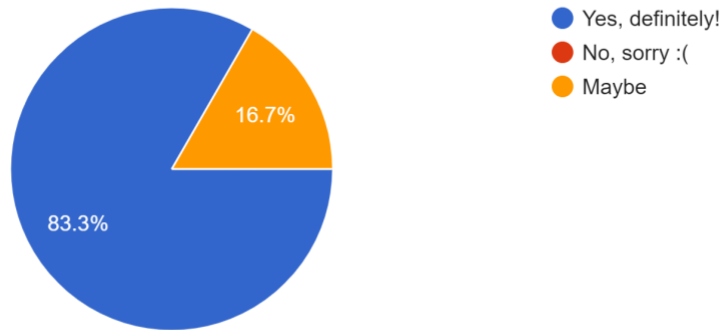
12 responses



Invalid Responses: 0  
Total Responses: 12

### Would you recommend your friends to attend next time?

12 responses



Invalid Responses: 0  
Total Responses: 12

#### **4.4. Food and Gifts:**

The food was ordered from Domino's. Food arrived just in time for consumption as the speaker ended earlier than expected. A total of 35 pizzas were ordered, including vegetarian, halal and vegan. However, a lot of people had the vegetarian pizza and this resulted in them running out before all people with dietary requirements could eat. In the future, we should consider having more vegetarian options especially pizza as we felt that a lot of people went for the vegetarian option even though they did not state that they were vegetarian on the sign-up sheet. We should also order more of Simply Cheese and Garlic Cheese pizzas since a lot of people seemed to prefer them as well.

Koko Black's chocolate was given to the speaker as a gift of appreciation.

#### **5. Conclusion**

This marks the end of the report for PR/Visa Workshop 2019. Overall, the workshop was a success as we had a bigger turnout than expected, and the event team did a good job in ensuring that the event went smoothly. This was also the largest PR/Visa Workshop ever held, with approximately 50% more participants involved compared to previous PR/Visa workshops.

We would like to express our gratitude to all the ISAs and the OBs who helped make the event successful. Please do not hesitate to contact any of us at Education and Welfare should you have any further queries or concerns.

**Prepared by,**

**Desmond Wen Zhen CHEW**  
**Education and Welfare Officer 2018/2019**  
**UMSU International**

**Heads of Club Meeting Semester 1 2019 Final Report**Central Committee Meeting #8 – 29<sup>th</sup> March 2019

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**1. Introduction**

This report covers the Heads of Clubs meeting that was held on 13<sup>th</sup> March 2019. It also includes recommendations for what can be done in the future to further improve this event. Overall, the meeting went well. Not only did the presentation go smoothly, it was also concise and informative for the attendees.

**2. Event Details**

- The Heads of Clubs meeting was held on 13<sup>th</sup> March 2019 (Wednesday) from 6.30pm-8.30pm at Kathleen Fitzpatrick Theatre, Arts West.
- A total of 92 representatives from 50 clubs and societies confirmed their attendance prior to the meeting but only 82 representatives turned up on the night itself.
- The event provided an opportunity for the Heads of Clubs and UMSU International representatives to socialize and discover opportunities for collaboration with both UMSU International and other clubs.
- Furthermore, attendees were informed of the upcoming Night Market 2019 and how they can participate. They were also briefed on how to apply for grants provided by UMSU International.
- After the event was over, dinner was provided. The food was ordered from Universal, and catered to the participants' different dietary requirements.

**3. Expenses**

Budget	\$650
Food	\$630
Beverages	\$19.02
Miscellaneous	\$63.50
Uber	\$18.42
Total	\$730.94

#### 4. Reflection & Potential Areas of Improvement

- There was a glitch in the University's venue booking system and the original venue, the Forum Theatre at Arts West, was double-booked. This was only realised around 30 minutes before the start of registration at 6pm. The meeting was quickly shifted to an alternative venue in the same building, Kathleen Fitzpatrick Theatre. Ultimately, despite the last minute change in venues, the event still proceeded smoothly, albeit a little delayed. However, in order to prevent this issue from reoccurring, extra steps should be taken to double check that the venue booking is confirmed before future events.
- There exists a recurring problem of club representatives failing to show up despite having confirmed their attendance prior to the event. A possible solution is for clubs to be warned beforehand that should they fail to turn up after confirming their attendance (without the provision of a valid reason), they will be banned from attending the next semester's Head of Clubs meeting.
- Many clubs' presentations went on for too long, despite several reminders that the maximum duration of each presentation was 2 minutes. A few clubs' presentations even went over 8-10 minutes and the information presented was rather irrelevant. In the future, we recommend limiting the number of slides per club and restricting their content to collaboration opportunities with other clubs.
- The food was consumed relatively quickly, with no leftovers. Although this facilitated the clean-up process, it was observed that some attendees were not completely satiated. This is despite having already ordered more food compared to last semester's Head of Clubs meeting. It is recommended that for the next Head of Clubs meeting, an even greater quantity of food is ordered for each attendee.

#### 5. Conclusion

The Head of Clubs meeting was an overall success. Despite the last minute complications that arose from the double-booking of venues, the issue was quickly resolved and the event proceeded smoothly. However, as mentioned in the section above, there are still minor aspects that can be improved on in the future. Finally, a huge thank you to all those who helped out

during the event and contributed to its success. Please do not hesitate to approach the P&S department if you have any suggestions for further improvement.

**Prepared by,**

**Elisabeth NG  
Partnership and Sponsorship Officer 2018/2019  
UMSU International**

**University Service Essentials Semester 1 2019 Final Report**

 Central Committee Meeting #8 – 29<sup>th</sup> March 2019
 

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**1. Introduction**

This report concludes the University Services Essentials (USEs) which was held on Thursday, 14th March 2019. The objectives of this event are as follows:

- To try to address issues that affect the non-academic side of student lives.
- To spread awareness amongst both international and domestic students about various university services.
- To familiarise students with the ways they can make use of these resources.
- To address the queries that students may have for or about these services.

The event details are as follows:

<b>Coordinators</b>	Archit Agrawal, Siobhan Lim
<b>Date</b>	14th March 2019, Thursday
<b>Time</b>	12 PM to 2 PM
<b>Venue</b>	Yasuko Hiraoka Myer Room, Sidney Myer Asia Centre
<b>Collaborators</b>	UMSU Welfare
<b>Speakers</b>	UMSU Legal (joined by Finance Counsellor) Student Equity and Disability Support (SEDS) University Health Services University Financial Aid (Campus Community) Counselling And Psychological Services (CAPS)
<b>Target Participants</b>	80
<b>Participants</b>	16
<b>OBs and ISAs</b>	4ISAs and 6 OBs

**2. Event Flow**

<b>Time</b>	<b>Activity</b>
<b>11.30 am - 11.50 am</b>	Set up
<b>11:45 am - 12:05 pm</b>	Registration

<b>12:05 pm - 12:15 pm</b>	Official Welcome and Intro by UMSU INTL and UMSU Welfare
<b>12:15 pm - 12:30 pm</b>	UMSU Legal
<b>12:30 pm - 12:45 pm</b>	Student Equity and Disability Support (SEDS)
<b>12:45 pm - 01:00 pm</b>	Health Services
<b>01:00 pm - 01:15 pm</b>	Financial Aid
<b>01:15 pm - 01:30 pm</b>	Counselling And Psychological Services (CAPS)
<b>01:30 pm - 1:50 pm</b>	Refreshment (including casual Q&A)
<b>1:50 pm - 2:15 pm</b>	Pack-up

### 3. Expenditure

The total budget allocated for this event was \$200.

	<b>Rate</b>	<b>Total</b>
Appreciation gifts for speaker	\$18 x 5	\$90
Food and Drinks	\$27.86	\$27.86
<b>Total Actual Expenses</b>		<b>\$119.76</b>
<b>Budget Surplus</b>		<b>\$82.14</b>

### 4. Feedback and Suggestions

We received positive feedback from the people who attended the event. We feel that the event in general is quite useful and provided very important information to the students.

The purpose of this event was to provide students with all the necessary information about University Services in a single session. Despite publicising the event online and through flyers, it did not seem to appeal to the students. After almost 2 weeks of publicity, we only had 27 registrations, of which only 10 attended on the event day. We also had six walk-ins.

We feel that the following factors were responsible for the event not being a major success:

- The event was not held during week 0 because we did not want to clash with other Stop 1 workshops. For future events of this sort, we should do it closer to week 0 as most

students are looking for university services related information closer to the start of the semester.

- Students may have felt that it overlapped with the sessions already provided by Stop 1. Since the semester had already started and students were busy, it may not have seemed useful.
- The flyers were not as eye-catching as our usual flyers. This, in addition to the fact that it is a new event with no rapport, meant that there was very little interest.
- Online Publicity was not effective as most of UMSU International's followers are not new students while this event was particularly designed for and targeted first semester students.

This event was done in collaboration with UMSU Welfare. UMSU Welfare was in charge of liaising with the UMSU Communications department with regards to the publicity material, as well as inviting speakers from UMSU legal, SEDS and CAPS. They were also in charge of sourcing of refreshments and making and collating the feedback forms. While they have successfully liaised with the speakers, they did face some problems in getting the publicity materials in time. This resulted in the need for a temporary poster approved by UMSU Communications to be given out only on carnival day. A suggestion is to continuously communicate with external collaborators to ensure everything is done in a timely manner.

We invited 5 speakers from different University Services and arranged for a Q&A with all of them at the end of the session. This required the speakers to stay back after their presentation and wait for other speakers to finish. We would suggest avoiding asking the speakers to stay back and rather allow participants to ask question after each presentation.

Koko Black Chocolate was given to the speakers as a gift of appreciation.

## **5. Conclusion**

This marks the end of the report for University Services Essentials, Semester 1, 2019. Overall, the workshop was a success despite the lesser turnout during the actual event, but the event team did a good job in ensuring that the event was executed smoothly.

We would like to express our gratitude to all the ISAs and the OBs who helped make the event successful. Please do not hesitate to contact any of us at Education and Welfare should you have any further queries or concerns.

**Prepared by,**

**Siobhan LIM and Archit AGRAWAL**  
**Education and Welfare Officer 2018/2019**  
**UMSU International**





## **6. Other Business**

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## **7. Next Meeting**

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Date : 12<sup>th</sup> April 2019

Venue : Jim Potter Room