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NAME	Jacinta Gulasekharam
POSITION	Academic Vice-President

REPORT NUMBER	6
REPORT PERIOD	Monday 7th March – Sunday 20th March
HOURS WORKED	46 hours

OBJECTIVES FOR THIS REPORTING PERIOD

Objective	Progress	Target Achievement Date
Class Rep Handbooks distributed	Complete	Complete
Class rep Training	Practice meeting held and trainings are booked in.	Complete

MEETINGS OR EVENTS ATTENDED (26.25 hours)

Meeting	Date	Hours Attributable
Meeting with SRC	7/3/16	1 hour
Academic committee pre-meet	7/3/16	1 hour
Academic Committee	8/3/16	1.5 hour
Catch up with VICCOM	9/3/16	1 hour
Catch up with NT	10/3/16	1 hour
Catch up with Jonathan Gee	10/3/16	1 hour

Class rep training practice	10/3/16	1 hour
Meeting with SRC	14/3/16	0.5 hour
Catch up with President	14/3/16	1 hour
Class rep trainings - Includes 0.5 hour set up time - 0.5 hour pack up and questions - 6 trainings from Tuesday 15th to Thursday 17th at Kelburn and Pipitea	15-17/3/16	12 hours
VUWSA Executive meeting (including pre-meet)	15/3/16	2 hours
Meeting with Clubs, President and Treasurer	16/3/16	0.75 hour
Student Leaders Meet and Greet	16/3/16	1 hour
VPs meeting	17/3/16	0.75 hour
Meeting with Student rep from Academic Board	17/3/16	0.75 hour

GENERAL TASKS (19.75 hours)

Emails	(6 hours)
Writing Salient column	(1 hour)
Talking with SRC	(1 hour)
Talking with Executive	(3 hours)
Work report	(0.5 hour)
Reading agenda items for Executive meeting	(1 hour)
Reading SMC documents and sending notes to the chair	(1 hour)
Academic committee papers read and note taking	(3 hours)

Academic board papers read and note taking	(3 hours)
Speaking with Students regarding Academic Board	(0.25 hour)

OBJECTIVES FOR NEXT REPORTING PERIOD

Objective	When it will be achieved	Target Achievement Date
Follow up on Faculty delegates	Facebook page created and network with class reps organised	30/3/16
Class rep trainings successful	Complete a successful round of first semester class rep trainings that empower the student voice	30/3/16

GENERAL COMMENTS

Please pay me in full.