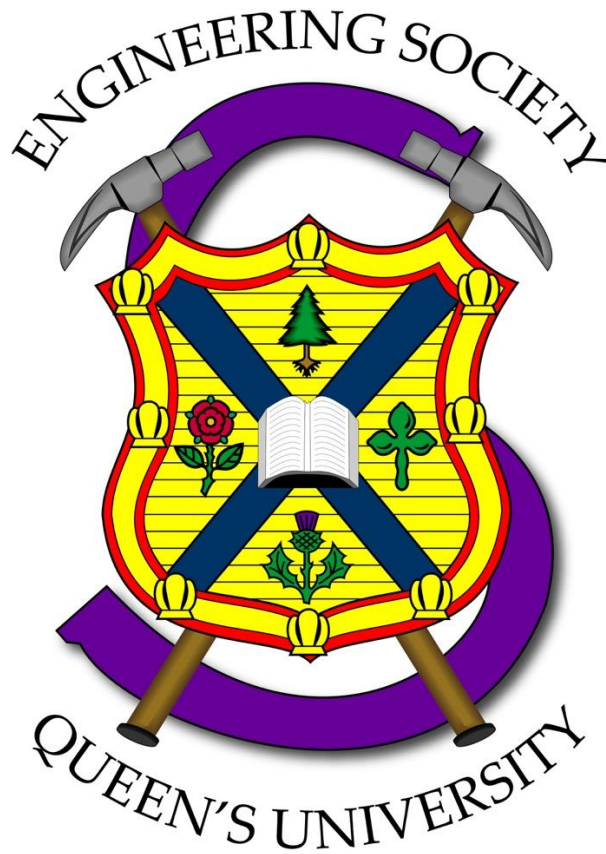




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VPSA July Report



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1.0 Introduction

This document outlines all of the work I have done in the past month! Included at the end is the toggl report, the report is mostly accurate compared to last month. All of the times are pretty accurate, but sometimes tasks following each other are longer, since sometimes you forget to switch.

2.0 Student Initiative Guide

I made a conference guide for the society, and it details how to run and start a conference, it is a beginning document, and I will be sending it to conferences to get it edited, so it is a more accurate document, and hopefully they can add extra information.

3.0 Website

I have done some preliminary work on adding some new features to the website, and I just need to put in a little extra work to have the website edits up and running! There will be a new way to view posts, and a new home page to navigate the website. Also some page editing, which is ongoing for updating information and updating links.

4.0 Meetings

The Executive had the regular weekly meetings to discuss portfolios and the weekly plans of action!

I met with Jean Luc from McGill and we had a long conversation about best practices for society policy writing and organizational structures, and I was able to also help them get a good idea of how to structure a summer exec if they are going to pursue it.

We had a teaching and learning meeting with Brian Frank, and we talked about all of the things we can do to improve students learning from a students, staff and professors standpoint, I think we got a lot accomplished and put in some valuable information put in.

I worked on the experimentation design course, and we have some recommendations to present to the first year curriculum committee.

The homecoming meeting provided some general information, nothing new that's too exciting, just getting hyped.

5.0 Clubs/Teams

I worked on the new Design Team Space Allocation which I will be submitting to the Director of Design and the committee for designing the space allocation structure. I am excited for this, because we will be able to get all of the teams into the space they need.

I had to compile a list of all of our clubs and teams to send to the faculty so they can be contacted for the homecoming alumni meeting, if you were not contacted send me an email, so I can add you to the list!

I worked on the discipline club policy for the shared discipline clubs.

6.0 Policy

I finished editing probation policy, and there is another iteration I want to finish before bringing it as a discussion period to council, so we can all talk about the policy and understand its implications.

7.0 Faculty

I worked on the exchange template to make it an easier user experience and easier for the faculty to read and understand. I will be presenting this to the committee and we will discuss it and see if there are any changes that need to be made.

8.0 Services

Advisory board happened and we had some good discussion on the finances of the society and what we are going to do in the future.

I took Science Quest to Costco, and we bought banana bread, and juice.

9.0 Office Work

Lots of emails were answered and I updated the listSrvs!

10.0 Clark

We had a day of cleaning Clark, and I scrubbed the stairwell, as well as working on re-arranging the lounge.

11.0 Incoming Students

I took some students around the ILC on a tour, and just general talking to incoming students.

12.0 Spaces

I had to work with the painters to unlock and lock all of the doors.

13.0 Year Planning

I worked on my budget, adding things that needed to be updated or tweaked, and I was able to reduce it by 1000!

14.0 Frosh Week

I moved all of the frosh week boxes that arrived, and put it in a temporary storage room.

15.0 Conclusion

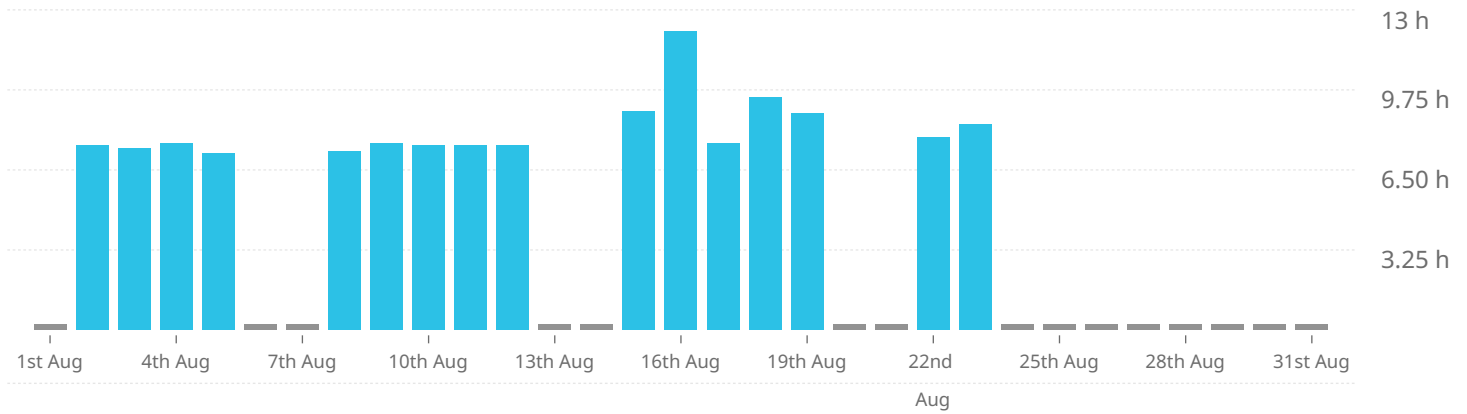
If you see anything you have questions about, or want to know much more in depth, fire me a message at VPSA@engsoc.queensu.ca, or message me if you want me to work on a project over the summer that wasn't described in the summer plan, and I can try to get it done if I have free time.

Summary report



2016-08-01 - 2016-08-31

Total 128 h 57 min

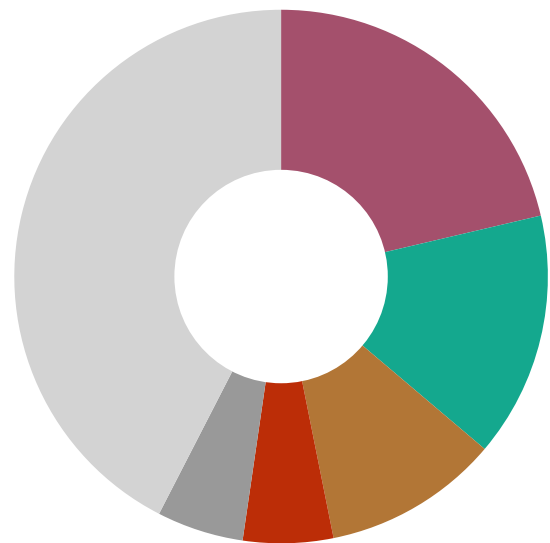


Projects



- Student initiative Guide 27:30:29
- Website 19:29:17
- Meeting 16:02:03
- Clubs/Teams 14:14:50
- Policy 14:11:00
- Other 37:30:13

Time entries



- Conference Guide 27:30:29
- Editing 19:09:25
- Probation Editing 13:45:00
- Exchange Template 7:02:30
- Design Team Space Evaluation 6:46:34
- Other 54:43:54

Projects / Time entries	Duration
Student initiative Guide	27:30:29
Conference Guide	27:30:29
Website	19:29:17
Editing	19:09:25
Website Stats	0:19:52
Meeting	16:02:03
exec	6:18:03
Meeting With JL @ McGill	2:13:00
Teaching and Learning	2:10:00
Leading The Q	1:25:00
Experimentation Course Design	1:20:00
Dean	1:08:00
Homecoming	1:03:00
Meeting With Jenny about 175th	0:25:00
Clubs/Teams	14:14:50
Design Team Space Evaluation	6:46:34
Compiling List and emails of all Clubs and Teams	3:43:10
Discipline Club Policy	1:49:11
Club Identification	0:51:55
QBIT Website	0:28:00
Year Execs	0:25:00
Returning the tent	0:11:00
Policy	14:11:00
Probation Editing	13:45:00
Finance Policy	0:26:00
Faculty	7:38:30
Exchange Template	7:02:30
Conference Video	0:18:00
Marketing 175th	0:18:00
-	6:48:52
QUICII	5:39:00
OneDrive Fixing	0:58:52
Document Review	0:11:00
Services	6:00:09
Costco	2:33:00
Advisory Board	2:26:08
Hiring Training	0:43:03
Delievery	0:17:58

Office Work	5:19:49
Emails	3:12:07
Emails/ListServ	1:39:42
General	0:15:00
Rugger Pickup	0:13:00
Clark	4:48:32
Cleaning	4:13:14
Wifi	0:35:18
Accountability	2:32:33
July Report	1:51:12
Vlog	0:41:21
Incoming Students	1:18:03
Talking with a first year/mini tour	1:18:03
Spaces	1:00:00
Closing Clark	0:30:00
Opening Clark	0:30:00
Year Planning	0:40:00
Budget	0:40:00
Frosh Week	0:34:26
Moving Boxes	0:34:26
Engenda	0:21:23
Engenda Review	0:21:23
Finances	0:14:57
Credit Card	0:14:57
Pole	0:12:59
Pole	0:12:59