



MEETING MINUTES

<b>MTG No.: 4</b>	
Date of Meeting: 10/11/21	Start Time: 4:30pm
Location: Conference Room Building D	End Time: 6:30pm
Chair: Mr. Kevin Scott	Rapporteur: Ms. Aisha Nkuutu Mukyala
Attendees: Chair: 1. Mr. Kevin Scott (ASS. Provost) 2. Mr. Omar Mohamed (President) 3. Mr. Sami Adam (Vice President) 4. Ms. Leen Kilani (P.R.O) 5. Ms. Aisha Nkuutu Mukyala (Secretary)	
<b>AGENDA ITEM 1 : Welcoming remarks</b>	
The Chair welcomed the members to the meeting and thanked them for making it on time.	
<b>AGENDA ITEM 2: Freshman Party.</b>	
<ul style="list-style-type: none"><li>• The chair talked about the freshman party which had been postponed to the following week. He advised that the officers give the students' body a reason for the postponement to make things clear to them.</li><li>• For the rest of the meeting, various roles were distributed among the officers towards organization of the party.</li><li>• The office of Student Success was to send an email to the students, informing them about the new date.</li></ul>	
<b>The chair concluded the meeting by requesting us to suggest a date to have a meeting with the provost as he had important information to share.</b>	
Date of Next Meeting: TBA	
Time: TBA	Place: TBA
Chair's Signature:	Rapporteur's Signature: 