



MEETING MINUTES

MTG No.: 03	
Date of Meeting: 27/10/2021	Start Time: 5:45pm
Location: Conference Room Building D	End Time: 7:00pm
Chair: Mr. Kevin Scott	Rapporteur: Ms. Aisha Nkuutu Mukyala
Attendees: Chair: 1. Mr. Kevin Scott (Ass. Provost) 2. Mr. Omar Mohammed (President) 3. Mr. Sami Adam (Vice President) 4. Ms. Leen Kilani (P.R.O) 5. Ms. Aisha Nkuutu Mukyala (Secretary)	
AGENDA ITEM 1: Welcome	
The Chair welcomed the members to the meeting and apologized for being late given that he had to run some errands that lasted longer than he expected.	
AGENDA ITEM 2: FILLING THE TREASURER POSITION	
<ul style="list-style-type: none">The chair discussed with the officers a suitable way to fill the treasurer position. The officers suggested that the treasurer position should be taken up by the candidates that did not make it to the SGA.He promised to send them a list of the contestants so that they could be contacted in case they had the intentions.An election was to be opened to the students' body after they found out the candidates interested in the position.	
AGENDA ITEM 3: FRESHMAN WELCOME PARTY	
<ul style="list-style-type: none">The chair urged the officers to brainstorm a suitable date and ideas for the freshman welcome party. A date and the party theme were confirmed.Members were asked to write a list of the requirements for the party.	
Date of Next Meeting: TBA	
Time: TBA	Place: TBA
Chair's Signature:	Rapporteur's Signature: 