

Full-Time Officer Group (FTOG)

Teams Meeting

Present

Hope Aquilina, Welfare & Community Officer (**WCO**) (Chair)
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)
 Lara Parker, Sports Officer (**SO**)
 Ravikiran Rajashekar, International Officer (**IO**)
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

Also in Attendance

Jo Thomas, Chief Executive (**JT**)
 Amber Challinor, HR Coordinator (**AC**) (note taker)
 Lisa, Clark, People and Administration Manager (**LC**) (For AOB only)

Apologies

Alex Keen, Education Officer (**EO**)
 Syed Sadath, Guild President (**President**)

The Chair welcomed everyone, and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (30.09.24)	<p>The Chair presented the minutes of the previous meeting, dated the 30th September 2024 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p>
2	Items for UEB / Guild	<p>JT noted the upcoming UEB / Guild meeting and noted the draft agenda for the meeting, to include a Guild update from this year's Welcome Week.</p> <p>JT requested that the Officer Team email JT if they have any additions to the agenda.</p>	<p>Noted</p> <p>Officer Team</p>
3	Officer Feedback on School and College Welcome Talks	The Officer Team discussed their feedback from their Welcome Talks at the university.	Noted
4	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>SO – Finance committee, Worklink meet and greet, EDI working group meeting with UBSport</p> <p>WCO – Meeting with the Community Safety team, C&M catch up, Lunch with the Chancellor</p> <p>IO – Language Café, Finance committee, University Council</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>PGO – Catch up with James, Coole Insight mentoring session, Language Café,</p> <p>AEO – Valefest meeting, Activities committee provision meeting, Incident catch up meeting,</p> <p>President – Finance committee, University Council, University council dinner</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Officer Projects	<p>President: Coffee with the President, West Midlands conference</p> <p>PGO: Speed friending event was successful with 200+ enrolled and 50+ attendees. Now working on pumpkin carving event for Halloween</p> <p>SO: Sport access fund to open on 21st October, Women in sport meeting last week was positive</p> <p>IO: Language café, Halloween Desi night, International wellbeing cafe</p> <p>WCO: Work surrounding housing, creating videos to show students how to do things such as check their meter</p> <p>AEO: Desi fab and Bollywood nights to progress by the end of the month</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Schools/Colleges/ Dubai Update	Nothing to discuss.	Noted
7	Part-Time Officers	Nothing to discuss.	Noted
8	AOB	<p>LC joined the meeting to discuss the Guild's EDI committee with the Officer Team.</p> <p>LC noted that the WCO chairs the committee, and the President is also a member. LC noted that the Officer Team should choose one more Officer to sit on the committee and to let LC know who they would like to nominate for this role.</p>	<p>Noted</p> <p>Officer Team</p>

The meeting finished at 12:40.