

Full-Time Officer Group (FTOG)

Teams or Mandela

Present

Alex Keen, Education Officer **(EO)** (Chair)
 Syed Sadath, Guild President **(President)**
 Hope Aquilina, Welfare & Community Officer **(WCO)**
 Devansh Jhamnani, Activities & Employability Officer **(AEO)**
 Ravikiran Rajashekar, International Officer **(IO)**
 Ritakshi Maheshwari, Postgraduate Officer **(PGO)** (Joined 12:33)

Also in Attendance

Jo Thomas, Chief Executive **(JT)**
 Jen Toone, Senior HR Coordinator **(JeT)** (note taker)

Apologies

Lara Parker, Sports Officer **(SO)**

The Chair welcomed everyone, and the meeting started at 12:10.

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting (15.07.24)	The Chair presented the minutes of the previous meeting, dated 15th July 2024, for the Officer Team's approval. The Officer Team approved the minutes as an accurate record of the meeting.	Noted Noted
2	Officer presence at Activities Committee	JT noted that they were looking for a Full Time Officer to join the AEO and SO and sit on the Activities Committee. The terms of reference for the Committee were outlined. ▸ The EO said they would be pleased to join the Committee.	Noted Noted
3	Officer Diaries	The PGO joined the meeting 12:33 The Officer Team discussed their key meetings for the week ahead: WCO – NUS Lead & Change, University fortnightly catch up and meeting with a student regarding their campaign. EO – Sandam Meeting with Disability Officer, Timetable Committee, Engagement meeting (125th Anniversary), and Accommodation meeting. PGO – NUS Lead & Change, Guild Officers, Student Voice meeting. AEO – Manifesto meeting, Student Activities meeting, Careers Network and Guild Officers meeting.	Noted Noted Noted Noted Noted Noted

		IO – International Students Team meeting, EDI Task Force and meeting with JE. President –NUS Lead & Change, meeting with Society and Student Activities Manager & Director.	Noted Noted
4	Officer Projects	The President noted they were working on their main manifesto point regarding cultural events and were in discussions with the Director of Engagement. The AEO noted they have a meeting set up with Careers Network next month. The PGO noted they were in discussions regarding the<u>regarding the</u> International Mixers welcome event. The EO noted they were meeting with the University to discuss the lifecycle of an assignment and understanding the grading structure to work on over the summer.	Noted Noted Noted Noted
5	Schools/Colleges/ Dubai Update	The EO noted that the Colleges were not yet assigned to individual Officers and that this was due to happen shortly in discussion with the Student Voice team. .	Noted
6	Part-Time Officers	The EO noted they were due to work with the Disability Officer this week. JT noted that previously Officers have buddied up with PTO's to work on projects together and this could be considered moving forward.	Noted Noted
7	AOB	JT discussed that Officers will be receiving their work phones this week and once they have received JT will set up a Team 12 chat. The President discussed with the Education Officer regarding the Engineering school and the timing around information for dissertation. The EO suggested to raise with the School Reps to get further clarity. The President discussed the BIFOR research project that they were going to attend. The PGO asked if the Officers were going to receive the wellbeing Joes vouchers, which was confirmed. -	Noted Noted Noted Noted

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The meeting finished at 12:55.