

PresentAlex Keen, Education Officer (**EO**)Syed Sadath, Guild President (**President**)Devansh Jhamnani, Activities & Employability Officer (**AEO**) (Chair)Ravikiran Rajashekar, International Officer (**IO**)Ritakshi Maheshwari, Postgraduate Officer (**PGO**)**Also in Attendance**Jo Thomas, Chief Executive (**JT**)Chike Dike, Executive Assistant (**CD**) (note taker)**Apologies**Lara Parker, Sports Officer (**SO**)Hope Aquilina, Welfare & Community Officer (**WCO**)

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

No	Item for Discussion	Notes	Action
1	Minutes of the Previous meeting 05.08.2024	<p>The Chair presented the minutes of the previous meeting, dated the 05.08.2024 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	Officer Diaries	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p>EO – Meeting with Library Team, Registry and other university staff later this week.</p> <p>PGO – Main library meeting, catch up with communication buddy, filming for welcome week content, welcome week briefing, meeting registry with EO, guild catchup on Thursday, working on speed friending project on Friday.</p> <p>AEO – Training session on Tuesday, student activities engagement, discussion with AS around welcome week, meeting with university on the 14th around collaboration with an external AI company, 1-1 with Sam on Thursday, and an agenda setting meeting.</p> <p>IO – Meeting with the Head of Study Abroad and Exchange, meeting, misconduct committee training on Thursday, meeting with Emma around international welcome.</p> <p>President – Working on projects, Reputation and Identity Steering workshop on Tuesday, meeting with John regarding encampment, 1-1 with the Vice Chancellor on Thursday; topic of conversation to</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		include the Birmingham riots and the university's response and student recruitment.	
3	Officer Projects	<p>EO highlighted he is working on an assessment and grading systems project and is currently writing a document outline of what the project will be. Also met with the DPVC regarding the education policy and the DPVC is on board.</p> <p>AEO highlighted he is working on an action plan to submit by end of the day, planning documentation on how to implement life checks, working on the society fair for welcome week with a lucky draw element for students to win free memberships to join a society and promote societies. Also planning to implement a card stamp system for students who visit the guild with prizes as incentive, working to streamline job application time frames for students.</p> <p>IO shared he is working on three events till October – one after welcome week which is workshops for international students, a language event and a Halloween party. Looking to implement International student wellbeing meet up event as well.</p> <p>President highlighted he is working on the university 125th anniversary ball, working on the cheaper lunch project and is working on developing a business case proposal for the university to this effect.</p> <p>PGO highlighted she is working on a PG speed friending event for 14th October, planning PGT mixers for welcome week, and developing a proposal for a Bolly night.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
4	Schools/Colleges/ Dubai Update	<p>EO asked the group if there were any preferences for which officer attends each schools' group meeting.</p> <p>The group will discuss which officer would go to each schools' groups meeting at the next meeting.</p> <p>PGO questioned if there are any interactions with the Dubai school apart from the student leaders meetings. JT indicated a meeting has been held in the past in collab with FTOG and that it could be scheduled after the initial student leader meetings.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
5	Part-Time Officers	JT indicated the gender-neutral toilets are being put in place at the Guild.	Noted
6	AOB	<p>EO and President indicated interest in reviewing the officer structure and their remits. EO asked if there are any thoughts within the group around any overlaps in officer responsibilities and who takes the lead if there are.</p> <p>JT indicated FTO roles review are done every 4-5 years so it could be looked at this year but would recommend the group settle into their roles for a few more weeks into term, then revisit the potential review later in the year.</p>	<p>Noted</p> <p>Noted</p>

The meeting finished at 12:47