



# Full-Time Officer Group (FTOG)

Teams or Mandela

**Present**

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

**Also in Attendance**

Jo Thomas, Chief Executive (**JT**)  
 Chike Dike, Executive Assistant (**CD**) (note taker)

**Apologies**

Syed Sadath, Guild President (**President**)

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

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (09.09.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated the 09.09.24 for the Officer Team’s approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p> <p>Officers noted action for SD to circulate welcome week talks spreadsheet has been completed.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
2	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead:</p> <p><b>SO</b> – Welcome Week Coordination Meeting, Engagement Committee, Activities Committee, Para-Sport Working Group, Meeting with UB Sport to create a Sport Exec Group, Sustainability Steering Group, Sport Accessibility Meeting, Alumni Impact Fund for Sports Meeting, recruitment training, C&amp;M buddy meeting, final activities committee grant review.</p> <p><b>WCO</b> – Welcome Week Coordination Meeting, Time to Talk, Coole Insights Mentoring.</p> <p><b>EO</b> – Meeting with PVC for Research, Head of Sustainability Education, University Quality Assurance Committee, Birmingham Education Excellence Conference, STARS Steering Group.</p> <p><b>PGO</b> – UQAC meeting, Welcome Week Coordination Meeting, Coole Insights Mentoring, SEGG meeting, Welcome Talk Briefing, Speed Friending script training session.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p><b>AEO</b> – Welcome Week Coordination Meeting, H&amp;S Committee briefing and meeting, Activities Committee, Engagement Plan meeting, welcome talk briefing, Student Entrepreneurship meeting, media training, grant review meeting.</p> <p><b>IO</b> – Misconduct Committee Meeting, Welcome Talk Briefing, Meeting with the Careers team, briefing for International Welcome talk.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>3</b>	<b>Officer Projects</b>	<p>IO – Working on welcome week speech, welcome week talk with the different schools.</p> <p>AEO – Working on PSG student research studies portal.</p> <p>WCO – Working on the housing hub project and timeline for content.</p> <p>SO – Parasport working group.</p> <p>EO – Research showcase project.</p> <p>PGO – Preparing welcome week script, preparing for speed friending event.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>4</b>	<b>Schools/Colleges/ Dubai Update</b>	EO noted he had a meeting with the Engineering Department to go over how their rep systems and they are onboard with how we want to run the rep system moving forward.	<b>Noted</b>
<b>5</b>	<b>Part-Time Officers</b>	<p>EO noted he is having a meeting with the Sustainability Officer.</p> <p>JT to check in with the voice team and see where we are at with the assignment of PTO buddies.</p>	<p><b>Noted</b></p> <p><b>JT</b></p>
<b>6</b>	<b>AOB</b>	<p>JT noted that the office space for the PTOs has been completed and encourages the FTOs to make use of the space.</p> <p>JT and the officers went through which stakeholders have been invited for welcome week so far and who is on the list to invite.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting finished at 12:36.