Part-Time Officer Scrutiny Template 2023

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| **Is this a meeting, campaign, project, or other?** | **What is the goal of this work?** | **What have you done to progress this work or complete is this year?** | **Any other notes?** |
| Meeting with Ian R. Bruce | Goal of this meeting is the introduction part of international student officer role. | Introduction and start up with my part time role as International Student Officer |  |
| Meeting with Ian R. Bruce | Goal of this meeting is to set up the international student officer’s page. | The page has been set successfully during the meeting. |  |
| 1:1 with Amelia Jones  | Goal of this meeting is seeking support with the issues in the role. | Had a in person meeting with Amelia for every two weeks to clear my doubts on projects. |  |
| Committee training  | Goal of this to meeting is to have an idea of the project which part time officers are about to work on, in future. | Attended committee training meeting with Full time officers. |  |
| Networking Session | Goal of this meeting is to understand the problems faced by the students | Networking meeting with department Representative’s to understand what issues students are facing and discussing about how we could help them. Fee structure breakdown and activities to get to know about the neighbours are some of the issues which are brought up during the Networking meeting. |  |
| Fee structure meeting with Prachi | Goal of this meeting is to restructure the fee instalment. | Had a meeting with Education Officer and directed this to the finance team to see whether they could help on this issue. | Is still on progress |
| International Mixture with Hailey | Goal of this meeting is to make students meet people around university. |  | Is still on progress. |
| UOL Unlocked | Goal of this meeting is to make UOL unlocked website to me more visible to students before they arrive to campus/UK. | Had a meeting with Education Officer and directed this to the CAS team to see whether they could help on this issue. | Making UOL unlocked more visible to students before they arrive to campus is still on progress |
| Joint International Agent Conference | Goal of this meeting is to make the agents aware of the supports provided by Students Union by presentation. | Conference and presentation on supports provided by student union to the partners of UOL. Presentation had done to 45 international agents. |  |
| Resident Life | Goal of this meeting is to connect international students and to feel them as a home. | Resident life will be conducting a event every start of the academic year to make the international students to feel home away from home. |  |
| Freshers Day Event | Telegu society wanted to perform the flash mob in Centenary Square or SU Square to welcome the freshers for the year 2024 | Is still on progress. | Society is requesting for Speakers, mic and space for practicing dance. |