



Agenda

Emergency Central Committee Meeting #1 – Thursday, 24nd February 2022

Time : 16:30

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. eCCM #1 Semester 2 2021

4. Proposals

- 4.1. ISA Recruitment March 2022 Proposal
- 4.2. Summerfest: Amazing Race 2022 Proposal
- 4.3. Heads of Clubs Semester 1 2022 Proposal
- 4.4. Summerfest: Food adventure 2022 Proposal
- 4.5. Meet and Chill Semester 1 2022 Proposal

5. Other Business

6. Next Meeting



Unconfirmed Minutes

Emergency Central Committee Meeting #1 – Monday, 6th December 2021

Time : 16:30

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 27 members

Absent with Apologies

EXCO: Aaron JOHANNES

Directors: Sophia YAP

Officers: Riddhi AGARWAL, Elsa PUTRI, Arshia ARORA

Absent with No Apologies

EXCO:

Directors:

Officers: Janice Emrys INDRDJAJA, Zifei MENG, Jegath KRISHNAMURTHY

Motion 1

Move that Standing Orders be adopted for eCCM #1 at 4:30PM.

Mover : Sarah Wooi Ern LIM

Secunder : Anthony NGADIYOTO

CARRIED without contention.

2. Adoption of Agenda

Motion 2

Move that the Agenda for eCCM #1 be adopted at 16.34.

Mover : Emma YAN

Seconder : Vu Hoang (Spencer) LE

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #5 be accepted and confirmed as a true and accurate record.

Mover : Kimie MEGAN

Seconder : Hermione Wing Laam TO

Motion Carried.

Motion 4

Move that ISA T-Shirt Proposal 2021 be accepted.

Mover : Feline FENECIA

Seconder : Arya KUSHWAHA

Motion carried.

Motion 5

Move that the UMSU International Marquee Proposal be accepted.

Mover : Teresa Tamika TJAHHADI

Seconder : Matthew Kuncheria CHEMPUMTHARA

Motion carried.

4. Other Business

Motion 6

Move that Standing Orders for eCCM #1 Semester 2 2021 be suspended at 4:30PM.

Mover : Hermione Wing Laam TO

Secunder : Chaital VASTA

Motion carried.

Motion 9

Move that eCCM #1 Semester 2 2021 be adjourned at 4:41PM.

Mover : Ella LEE

Secunder : Emma YAN

Motion carried.

Prepared by,

**Chaital VASTA
Secretary 2021/22
UMSU International**

ISA Recruitment March 2022 Intake Proposal

Emergency Central Committee Meeting #1 – Thursday 24th February 2022

1. Introduction

The ISA Recruitment 2022 was divided into two parts: February Intake and March Intake (refer to the February Intake Proposal). We are now aiming to start our March Intake ISA recruitment, which will focus on supporting any events going to be conducted after the start of Semester 1, 2022.

2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2022.
- Recruit around 30-40 ISAs out of 100 applications for the March Intake.

3. Event Details

| | |
|--------------|---|
| Date | : Saturday, 26 th February - Saturday, 19 th March 2022 |
| Venue | : Online |
| Coordinators | : Hermione Wing Laam TO, Vu Hoang (Spencer) LE, Hsin-Ting (Ella) LEE |
| Manpower | : 14 Committee Members (including coordinators which consists of 3 Committee Members) |
| Budget | : \$484 |

4. Event Overview

The process of March Intake 2022 ISA Recruitment consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

5. Event Timeline

| Date (might change depending on committee members' availability) | Activity | Descriptions | PIC |
|--|--------------------------------------|--|-----------------------------------|
| Pre-event Preparations | | | |
| 8/2/2022 - 25/2/2022 | Contact M&C and Start Basecamp | Contact M&C and Start Basecamp for ISA Recruitment Promotion Posters | Hermione TO, Spencer LE, Ella LEE |
| | Application & Interview Preparations | Make Application Form, Interview Questions/ Slides | Hermione TO, Spencer LE, Ella LEE |



| Event Day | | | |
|------------------------|------------------------|--|---|
| 26/2/2022 - 6/3/2022 | Open ISA Application | Application will be opened to all University of Melbourne's students | Hermione TO, Spencer LE, Ella LEE |
| 7/3/2022 - 10/3/2022 | First round selection | First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails | Hermione TO, Spencer LE, Ella LEE |
| 11/3/ 2022 - 13/3/2022 | Interviews & Selection | Conduct ISA interviews & Selecting ISAs | Hermione TO, Spencer LE, Ella LEE, EXCOs, Directors |
| Post Event | | | |
| 14/3/2022 | Send Emails | Send out acceptance and rejection emails for candidates | Hermione TO, Spencer LE, Ella LEE |
| 19/3/2022 | Big Day Out | A welcoming and induction event for ISAs | Hermione TO, Spencer LE, Ella LEE |

6. Budget

A total of **\$484** have been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|----------------------------|----------|-----------------|------------------|
| Social Media Advertisement | 1 | 100 | 100.00 |
| Survey Monkey (For 1 year) | 1 | 384 | 384.00 |
| TOTAL | | | 484.00 |

7. Conclusion

This concludes our proposal for the ISA Recruitment March 2022 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Hermione Wing Laam TO, Vu Hoang (Spencer) LE, Hsin-Ting (Ella) LEE
Human Resources Department 2021/22
UMSU International

Summerfest: Amazing Race ProposalEmergency Central Committee Meeting #1 – Thursday, 24th February 2022

1. Introduction

Amazing Race is a signature orientation event that we host in order to help student explore the city of Melbourne whilst playing fun challenges in teams which would provide an opportunity for them to connect with other students and create a friendly environment and help them start the University year off well!

2. Objectives

- Connect international students with their peers
- Let them explore the city of Melbourne

3. Event Details

| | |
|------------------------|---|
| Coordinators | : Arshia ARORA, Elsa DAI |
| Date | : Sunday, 27 February 2022 |
| Time | : 11:00 AM – 2:00 PM Australian Eastern Standard Time |
| Location | : Melbourne CBD and Inner Suburbs |
| Budget | : \$ 1900 |
| Manpower | : 2 Coordinators, 4 OBs and 24 ISAs |
| Target audience | : 50 Participants (ideally 10 groups of 5 members) |

3.1. Event Overview

This event begins at the University Square and ends at The Royal Botanical Gardens and in between these two locations they will be provided with clues to their three destinations where they will then fulfill challenges to unlock further clues and continue the race. The top three teams that finish the race fitting the criteria will then be awarded with a hamper or gift.

3.1. Event Format

The event will begin at 10:30am where participants will start coming in and registration confirmations will occur as well as team allocation which we want to do by putting the same color bands on everyone or putting the same color stamps on their hand. At 11am we will then begin the Amazing Race event where we will let teams collect their first clue and go off to one of the three locations (Federation Square, South Melbourne

Market and NGV) to collect their next clue which they will need to perform challenges in order to collect. The teams will be judged on each individual challenge as well as the creativity or time with which they complete their individual mini challenges (as described in the next part). The first three to reach the ending point which is Royal Botanical Gardens will be considered winners of the event.

3.2. Example of Challenges

At Federation Square, we plan to conduct a dance challenge where participants will be required to learn a dance choreography of their choice and will then be judged on their creativity. Each team has roughly 15 minutes to choose and learn the choreography and around 5 minutes to film and present their choreography before proceeding to receive the next clue.

At South Melbourne Market and NGV, we want to do an item search challenge where participants will receive descriptions and clues on what item to find and the team that figures it out the quickest will be awarded. This challenge will be time based.

3.3. Pre-Event

During this time, we aim to brief the ISAs (this happened on the 17th of February 2022) and get location approvals and start Marketing and promotions for this event. We did team meetings and planned challenges and guides as well as shopped for refreshments that would need to be distributed on the day.

3.4. Prospective Event Timeline

| Time (AEST) | Activity | Details |
|---------------------|---|---|
| 10:15 AM - 10:30 AM | Station Master and Travel Buddy Arrival | This is to do one last final briefing and make sure all the ISAs and OBs are present and aware of how the event needs to proceed. |
| 10:30AM - 11:00AM | Participant Arrival | This is where team allocation and registration confirmations will occur. |
| 11:00 AM - 1:45 PM | Amazing Race | The teams will proceed along with their travel buddies to the various destinations to perform challenges hosted by our Station Masters. |
| 1:45 PM - 2:00 PM | Closing Ceremony | Feedback will be collected, Results |

| | | |
|--|--|--|
| | | will be collected and confirmation of return of all teams will occur during this time frame. |
|--|--|--|

4. Budget Allocation

| Items | Budget (\$) |
|----------------|---------------|
| Lunch | 1000 |
| Refreshments | 300 |
| Game Logistics | 300 |
| Prizes | 200 |
| Miscellaneous | 100 |
| TOTAL | \$1900 |

5. Conclusion

The Cultural & Social Department hopes that each participant can relax, make some new friends and explore the landmarks of Melbourne through a series of challenging but fun activities. We believe that students should have the opportunity to take a step back and take their minds off university work in order to maintain a good physical and mental health. Please feel free to approach the Cultural & Social team should you have any questions or suggestions.

Prepared by,

Arshia ARORA, and Elsa DAI

Cultural and Social Department 2021-2022,

UMSU International



Heads of Clubs Proposal

Emergency Central Committee Meeting – Thursday 24th February 2022

1. Introduction

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about UMSU International and what we can offer them.

2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicize their events for the semesters, and, discuss potential challenges and problems they may be facing.

3. Event Details

| | |
|---------------------|---|
| Date | : Wednesday, 16th March 2022 [(5.30pm - 7.15pm - Melbourne time)] |
| Venue | : Yasuko Hiraoko Myer Room |
| Number of Attendees | : 70 |
| Coordinators | : Nadine CHANDRA, Emma YAN & Anh DANG |
| Manpower | : 9 OBs & 3 ISAs (including coordinators which consists of 2 OBs) |
| Budget | : \$900 |

4. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|-------------------------------|--------------------|------------------|-------------------------------|-----------------------------|
| Pre-event Preparations | | | | |
| 0 | 24th February 2022 | Present Proposal | - Present proposal during CCM | Nadine CHANDRA, Emma YAN |

| | | | | |
|-------------------|------------------------|----------------------|--|--|
| 1 - 2 | Throughout the week | Logistics | <ul style="list-style-type: none"> - Book location (Sydney Myer) - Get restaurants approved (Krispy Kreme, Sushi Hub, Roll'd) - Drinks (Water, Soft drinks) - Prepare proposal - Invite participants - HOC and department slides ready | Nadine CHANDRA Emma YAN Anh DANG |
| 3 | Throughout the week | Confirm participants | <ul style="list-style-type: none"> - Confirm number of participants and dietary requirements | Nadine CHANDRA Emma YAN |
| 3 | Throughout the week | Finalise slides | <ul style="list-style-type: none"> - Finalise all slides | Nadine CHANDRA Emma YAN |
| Event Day | | | | |
| 4 | 16th March 2022 | Heads of Clubs Event | (written in event flow) | Nadine CHANDRA Emma YAN |
| Post Event | | | | |
| 5 | 16th - 23rd March 2022 | Report | Writing and filling out the report | Nadine CHANDRA Emma YAN |
| 6 | 23rd March 2022 | Present Report | Present report in CCM | Nadine CHANDRA Emma YAN |

Event Flow

| Time | Activity | Details | PIC |
|-----------------|-------------------|--|---|
| 5.00pm - 5.30pm | Event Preparation | <ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready - OBs arrive - ISAs help - Arrange food delivery | Nadine CHANDRA Emma YAN Hans TSAI Anh DANG |

| | | | |
|-----------------|--------------------------|--|---|
| 5.30pm - 5.40pm | Introduction | <ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs get food ready | Nadine CHANDRA Emma YAN Anh DANG |
| 5.40pm - 6.15pm | Presentations | <ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: P&S, E&W, C&S, MnC, HR | Nadine CHANDRA Emma YAN Anh DANG |
| 6.15pm - 6.45pm | Networking and Eating | <ul style="list-style-type: none"> - Participants can start to eat the food - OBs and participants network with each other | Nadine CHANDRA Emma YAN Anh DANG |
| 6.45pm - 6.55pm | Grand Prize announcement | <ul style="list-style-type: none"> - Grand Prize winners are announced | Nadine CHANDRA Emma YAN Anh DANG |
| 6.55pm - 7.15pm | End of Event | <ul style="list-style-type: none"> - Thank participants for coming - Participants are free to stay longer up until 7.15pm | Nadine CHANDRA Emma YAN Anh DANG |
| 7.15pm - 7.45pm | Clean Up | <ul style="list-style-type: none"> - ISAs and P&S department clean the place up | Nadine CHANDRA Emma YAN Anh DANG Hans TSAI |

5. Budget

A total of **\$900** have been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|-----------------------|----------|-----------------|------------------|
| Food and Drinks | 1 | \$725 | 725.00 |
| Prizes (JBL Speakers) | 5 | \$35 | 175.00 |
| TOTAL | | | 900.00 |

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and the services provided, in particular, new clubs that might not have any prior listing with UMSU International. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, and perhaps, in conjunction with some clubs, organize joint events or collaborate with UMSU International in the future.

This concludes our proposal for the Heads of Clubs Proposal 2022. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Nadine Chandra & Emma Yan
Partnership and Sponsorship Department 2021/22
UMSU International



Food Adventure Proposal

Emergency Central Committee Meeting #1 – Thursday 24 February 2022

1. Introduction

Food Adventure is an opportunity for students to explore Melbourne’s culinary scene, while also having the chance to connect with their peers. There will be different cuisines that showcase Melbourne’s diverse food culture, for students to try.

2. Objectives

This event aims to:

- Provide the opportunity for new students to get to know each other
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about our services during the event

3. Event Details

- Date : Saturday, 26th February 2022 [(11am - 4.30pm Melbourne time)]
- Venue : University Square, Brunswick & South Yarra
- Number of Attendees : 60 students
- Coordinators : Elsa PUTRI
Jessica SUHENDRA
- Manpower : 9 OBs (inc. event coordinators) & 12 ISAs
- Travel Buddies Budget : \$3900

4. Event Overview

The students will be divided into 12 groups where each group will explore 3 restaurants at either Brunswick or South Yarra. The South Yarra route will provide vegetarian options and each group will have an ISA to guide them. Each of the 2 OBs will also be managing one location.

5. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|------------------------|------|----------|--------------|-----|
| Pre-event Preparations | | | | |

| | | | | |
|-------------------|------------|-------------------------|--|----------------------|
| | 2/2/22 | Research of | To find out restaurant options in both routes | Elsa & Jessica |
| | | Restaurants | Brunswick and South Yarra | |
| | 3/2/22 | Restaurants Visit | To visit all the restaurants on the options list and to gather the needed information including the itinerary and the restaurant's covid-19 safe plan as well as insurance policy. | Elsa & Jessica |
| | 11/2/2022 | Marketing and Ticketing | To coordinate with UMSU and M&C on the poster and ticketing system design | Elsa & Jessica |
| | 14/2/2022 | ISA Volunteer signups | To coordinate with HR and to allocate and brief 12 ISAs to the groups of students. | Elsa, Jessica & ISAs |
| | 18/2/2022 | Marketing and Ticketing | To coordinate with M&C to post the event on social media and registrations will open through the ticketing system | Elsa & Jessica |
| Event Day | | | | |
| | 26/02/2022 | Event | The event will take place from 11:00 AM - 4:30 PM | Elsa, Jessica & ISAs |
| Post Event | | | | |
| | 26/02/2022 | Feedback Survey | ISAs are to lead their group members to complete the feedback survey | ISAs |

Pre-event

- Select suitable restaurants for both Brunswick and South Yarra and visit them to make reservations, decide on a menu and to retrieve the restaurant's covid-19 safe plan and insurance policy.
- Prepare the posters and ticketing system for the event with UMSU and M&C and post them on social media to advertise the event.
- Work with HR to get 12 ISAs to lead the groups during the event and brief them about their responsibilities.

Event Day

- OBs, ISAs and Participants are to gather at a meeting point in University Square starting from 11:00 AM. OBs are to take attendance of ISAs. ISAs are to take attendance of their group members.
- By 11:30, everyone should have separated into their groups based on their routes (Brunswick & South Yarra) and their ISA leader, and should have been on their way.
- By 12:00, everyone should have arrived at their first restaurant.
- By 1:30, everyone should have arrived at their second restaurant.
- By 3:00, everyone should have arrived at their final restaurant.

Event Flow

| Time | Activity | Details | PIC |
|---------------------|-------------------------|---|----------------------|
| 11 am - 11:30 am | Gather at Meeting Point | Participants are to gather at the University Square starting from 11.00 AM. | Elsa, Jessica & ISAs |
| 11:30 am - 12:00 pm | Head into Routes | In 2 groups, participants are to separate and head into two routes (Brunswick & South Yarra). Elsa is to go with the Brunswick group and Jessica is to go with the St. Kilda group. | Elsa, Jessica & ISAs |
| 12:00 pm - 1:30 pm | First Restaurant | The event should start with the groups arriving in their first restaurant by 12:00 PM. | Elsa, Jessica & ISAs |
| 1:30 pm - 3:00 pm | Second Restaurant | Groups should arrive in their second restaurant by 13:30 PM. | Elsa, Jessica & ISAs |
| 3:00 pm - 4:30 pm | Third Restaurant | Groups should arrive in their second restaurant by 3:00 PM. | Elsa, Jessica & ISAs |

Post Event

- After 4:30, each ISA leader should provide their group members with a link/barcode of the feedback survey to complete. Students then can be on their way back.

6. Budget

A total of **\$3900** have been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|-------------------------|----------|-----------------|------------------|
| Brunswick Expenditure | 3 | \$650 | 1950.00 |
| South Yarra Expenditure | 3 | \$650 | 1950.00 |
| TOTAL | | | 3900.00 |

7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2022. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

**Elsa PUTRI & Jessica SUHENDRA
Cultural and Social Department 2021/22
UMSU International**



Meet and Chill Semester 1 2022 Proposal

Emergency Central Committee Meeting #1 – Thursday 24th February 2022

1. Introduction

With the semester beginning again and many international students coming to Melbourne for the first time, “meet and chill” will be the perfect opportunity for students to make new friends, meet like-minded people, have fun and relax. As some of the students may be offshore or uncomfortable with returning to campus so soon, we have decided to host this speed friending event online. The first part of the event would be some ice-breaking games for students to get to know each other and create a more comfortable atmosphere for bonding. The second part would be speed-friending which allows students to talk to each other one-on-one. As an appreciation gift for coming to our event, each participant will be receiving a \$10 gift card. Their details will be collected in the breakout rooms before the icebreakers begin.

2. Objectives

This event aims to:

- To connect students with similar interests
- To provide an opportunity for students to make friends and meet new people
- Allow students to have fun and relax at the beginning of the semester
- Connect students with the university community

3. Event Details

| | |
|---------------------|--|
| Date | : Tuesday, 8 th March 2022 [6pm - 7pm] |
| Venue | : Online via Zoom |
| Number of Attendees | : 20-30 |
| Coordinators | : Hui Ping Cheng, Zifei Meng, Jocelyn Wong |
| Manpower | : 3 OBs & 9 ISAs (including coordinators which consists of 3 OBs and 4 ISAs) |
| Budget | : \$400 |

4. Event Timeline

| Wk # | Date | Activity | Descriptions | PIC |
|------------------------|------|----------|--------------|-----|
| Pre-event Preparations | | | | |



| | | | | |
|-------------------|--------------|-----------------------------|--|--------------------------|
| 0 | 20/2/2022 | Meeting with planning | Meeting with the ISA planning team to discuss on icebreakers | Hui Ping, Jocelyn, Zifei |
| 0 | 21-25/2/2022 | Registration for event | Put out a registration form on trybooking for the students to sign up together with the posters. | Hui Ping, Jocelyn, Zifei |
| 1 | 4/3-6/3 | Trial Run and Host Briefing | Have a trial run of the event and brief ISA hosts on event flow of the day. | Hui Ping, Jocelyn, Zifei |
| Event Day | | | | |
| 2 | 8/3 | Event Day | Final briefing with the planning team ISAs at 5:30 pm. Final briefing with the ISA hosts at 5:45 pm. Event starts at 6:00 pm and ends at 7 pm. | Hui Ping, Jocelyn, Zifei |
| Post Event | | | | |
| 3 | 9/3 - 18/3 | Door Gift Distribution | Door gifts will be distributed to all the participants who fill out the team detail sheet. | Hui Ping, Jocelyn, Zifei |
| | | | | |

Pre-event

- The main focus will be on acquiring participants as well as marketing. Before the event, we will be working closely with the HR department in order to get ISAs for event planning and hosting purposes. We will also be working with Basecamp for social media posters and event registration, and the Media and Communications department for social media advertisements and Facebook event pages. The cultural and social department will be participating in the event planning.

Event Day

- On the day of the event, 30 minutes prior to the event time will be allocated to have a final briefing with the planning team ISAs involved. There will be a final briefing with the ISA hosts 15 minutes before event time. Each host ISA will be paired with 4-5 participants. Once the participants are in the Zoom call, OBs in charge will fill in participants' attendance in a google sheet. The ISAs will welcome participants as they go into the allocated breakout room, and will give them the instruction of the icebreaker game. When time is up, the Glimpse link will be sent in the zoom chat and students will join on Glimpse to start speed matching. After the speed matching on Glimpse, students will then go back to zoom where OBs in charge will announce the appreciation gift and thank the participants for coming. A

photo time will follow for documentation purposes and a feedback form will be sent out in Zoom chat.

Event Flow

| Time | Activity | Details | PIC |
|-------------------|--|---|--------------------------------|
| 6:00 pm - 6:10 pm | Attendance taking and breakout room allocation | We will be waiting for the participants to show up, take their attendance and PIC will allocate the participants to breakout rooms. | Hui Ping, Jocelyn, Zifei |
| 6:10 pm - 6:30 pm | Ice breakers in breakout rooms | ISA hosts will be hosting ice breakers in their assigned breakout rooms. | Hui Ping, Jocelyn, Zifei, ISAs |
| 6:30 pm - 6:55 pm | Speed friending in Glimpse | Link for glimpse speed matching will be sent in Zoom via chat. Participants to join Glimpse and will be randomly matched with people. Each round will be approximately 3-5 minutes. | Hui Ping, Jocelyn, Zifei |
| 6:55 pm - 7:00 pm | Wrapping up | Participants will be informed of the appreciation gift. Thank participants for coming and let them know about upcoming events. | Hui Ping, Jocelyn, Zifei |

Post Event

- After participants have left, the OBs and ISAs will get together for a quick debrief for feedback by them (what went successfully and what did not and could be improved), as well as those received from the feedback forms. A report will be drafted for future event-planning purposes.

5. Budget

A total of **\$400** have been allocated for this event, with the breakdown as listed below:

| Items | Quantity | Unit Cost (AUD) | Total Cost (AUD) |
|--------------------------------|----------|-----------------|------------------|
| Door gift for all participants | 30 | 10 | 300.00 |
| Miscellaneous | - | 100 | 100.00 |
| TOTAL | | | 400.00 |

6. Conclusion

This concludes our proposal for the Meet and Chill Proposal 2022. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Hui Ping CHENG, Jocelyn WONG, Zifei MENG
Cultural & Social Department 2021/22
UMSU International



6. Other Business

- Strike records → Official reprimand (6 strikes)

7. Next Meeting

CCM #1

Date : Wednesday, 9th March 2022 (17:00)

Venue : Jim Potter Room - Old Physics Building