



MEETING FOR BREIFING STUDENT COUNCIL COMMITTEES 2025/26

🏠 **Venue:** Microsoft Teams (Online Meeting)

📅 **Date:** 02/08/2025

🕒 **Time:** 9:00 p.m.- 10: 15 p.m.

Presents:	<ol style="list-style-type: none">1. Won Wan Qi Chloe (President)2. Theviiniesh A/L Shiva Kumar (SOE Vice President)3. Chuah Yi Jia (Secretary)4. Nurina Binti Ibrahim Ghany (Vice Secretary)5. Lim Ying Yu (Treasurer)6. Tang Jin Qian (Vice Treasurer)7. Quah Yi Qian (Head of Media)8. Fong Zhan Boon (Media)9. Chuan Jing Xuan (Head of Facilities and Events)10. Nicholas Yeoh Zi Feng (Facilities and Events)
Absent with apologies:	<ul style="list-style-type: none">• Kenneth Low Ze (AE Vice President)• Prabu A/L Manikavasagam (Facilities and Events)• Kok Choon Kooi (Media)

I) Briefing of Secretary and Treasurer

The meeting commenced at 9:00 p.m. The President provided a comprehensive briefing outlining the key responsibilities, duties, and reporting procedures for both the Secretary and Treasurer positions. The Secretary has been tasked with preparing a duty roster for the upcoming Blood Donation Event scheduled for 5 August 2025.

II) Organization Chart & Posters

After discussion, it was decided to take photos of the committee members on 4 August 2025 at 10:00 a.m. in the student council room. Committee members are required to wear a dark-coloured coat for the photo session. The media committee will be responsible for taking the photos and creating the organization chart poster.

III) Annual Activity Planning

The Committee engaged in a structured brainstorming session to deliberate on proposed activities, projects, and events for the forthcoming year. In relation to the upcoming Blood Donation Event, the venue and time have been confirmed. To ensure the smooth execution of the event, arrangements will be made to secure the necessary number of vans and to reserve parking spaces accordingly.

Prepared By:

.....
(CHUAH YI JIA)

SECRETARY

.....
(WON WAN QI CHLOE)

PRESIDENT

.....
(DR. KOH CL)

TEACHER ADVISOR