

HSUSC Executive Meeting Summary

Time, Date, Location: 17:00 (AEST), 18th of December 2024

Meeting Number: 2

Attendees: Brendan Nguyen (President), Lily Ritchie (Events Coordination), Deazyl Campbell (Biomedical Science Representative), Josh McDougall (Medical Science Representative)

Agenda Item Summaries

1. The minutes

- **Discussion:**
 - Determination of who will be conducting the minutes
- **Conclusion:**
 - Josh will conduct the minutes

2. Access to HSUSC media

- **Discussion:**
 - Deazyl, Lily, and Josh should have access to both the HSUSC WiX account as well as the HSUSC email given the items soon to be discussed
- **Conclusion:**
 - Deazyl, Lily, and Josh were given access to the HSUSC email account and Josh was given access to the HSUSC email account

3. Lily and Deazyl's business EOI organization for Operation HSUSC card

- **Discussion:**
 - The check-in dates for each partnered business should be changed from months 1, 2, 4, 6, to months 1, 3, 6 as this still allows feedback from the businesses whilst being less annoying
 - The EOI email format should be finalized in preparation for sending off
 - The list of businesses to contact was divided into two groups, one for Lily to contact and one for Deazyl to contact
- **Conclusion:**

- The EOI email will be finalized by Lily and Deazyl and emailed to the prospective business partners

4. HSUSC website organization for Operation WiX

- **Discussion:**
 - Photos and information on the website are outdated, some links lead to nowhere, some wording needs to be changed
 - Josh should also familiarize himself with the behind the scenes of the website
- **Conclusion:**
 - Josh will update the website and familiarize himself with how it works

5. Orientation day organisation

- **Discussion:**
 - Deazyl should contact Sky Cash-Dean to see if a spare skeleton can be borrowed for the stall
 - Discussion of what food items we could also have
- **Conclusion:**
 - Deazyl will contact Sky about the skeleton
 - Zoopa doopas perhaps?

6. Next meeting

- **Discussion:**
 - The next meeting should be in early January to check in with everyone on how their jobs are going, as well as prepare for the coming year
- **Conclusion:**
 - January 1 to January 10 is the window of dates to be determined for the next meeting.