



# HSUSC Meeting Minutes

Date 24/08/2023

Time 12pm

Location Zoom

|                           |                 |                         |                     |
|---------------------------|-----------------|-------------------------|---------------------|
| <b>Meeting called by:</b> | Melanie Qin     | <b>Type of meeting:</b> | Merchandise meeting |
| <b>Facilitator:</b>       | Leroy Christian | <b>Note taker:</b>      | Melanie Qin         |
| <b>Timekeeper:</b>        | Harry Tozawa    |                         |                     |

|                      |  |
|----------------------|--|
| <b>Attendees:</b>    | Abigail Schmidt<br>Fahima Mahmud<br>Georgie Gaspar<br>Harry Tozawa<br>Leroy Christian<br>Lily Ritchie<br>Melanie Qin<br>Nick Rowan<br>Penny Casson |
| <b>Please read:</b>  | N/A  |
| <b>Please bring:</b> | N/A  |

## *Minutes*

|                     |                     |                   |             |
|---------------------|---------------------|-------------------|-------------|
| <b>Agenda item:</b> | Merchandise meeting | <b>Presenter:</b> | Melanie Qin |
|---------------------|---------------------|-------------------|-------------|

### **Discussion:**

- Merchandise designs - had 6 designs to choose from
- Timeline on when to advertise and order T shirts
- Poll to decide which design to put out
- Future events

### **Upcoming**

- Medical science ball
- HSUSC games night
- Beach day
- Relay for life
- HSUSC newsletter

### **Conclusions:**

Address discussion points.

If any other ideas come up, let Penny (events director) know.

If any social media concerns, let Fahima (social director) know.

Stay organised, communicate with each other if any problems arise.

| <b>Action items</b>  | <b>Person responsible</b> | <b>Deadline</b> |
|--|---------------------------|-----------------|
| ✓ Decide on merch design   | Public                    | 11/08/2023      |
| ✓ Merch logistics and physical placement on shirt                                    | Harry                     | 18/08/2023      |
| ✓ Advertise merch  | Fahima & Claire           | 25/08/2023      |
| ✓ Put in orders  | Harry                     | 11/09/2023      |
| ✓ Medical Science ball liaison and planning with Griffith<br>Medical Science Society | Leroy                     | 04/09/2023      |
| ✓ HSUSC games night  | Penny                     | 14/09/2023      |
| ✓ HSUSC newsletter   | Penny                     | 22/09/2023      |

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### ***Other Information***

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**Observers:**

N/A

**Resources:**

Laptop

**Special notes:**

N/A

**Next Meeting:**

Date – 02/09/2023

Time – 2pm