Event Wrap-Up Meeting (16/01/2022)

Meeting opened: 12:20pm

Meeting closed: 1:09pm

Present: UCC, DSC, CSSC, PCS (2), CFC

Absent:

Standups

CFC

- MC'd event
- Reimbursed all clubs - don't ask for more money

UCC

- Nothing to report

DSC

- Nothing to report

CSSC

- Nothing to report

PCS

- Finalised budget
- Helped during the event and before the event

Agenda Items

- **Budget - Who owes everyone how much?**
  - https://docs.google.com/spreadsheets/d/1QJ1x8j4PzNGyGdUtct3AX9RdvRRkq4G9/edit#gid=436455634
  - $359.08 profit !!
  - $71.82 reimbursed for DSC, CSSC
  - $511.82 for PCS
  - $26.82 for UCC
- **Handover**
  - Some ideas
    - Rules for mobile phones
    - Ensure question doc is private to subcommittee

- Question-writing guidelines
  - Eg. having a question reviewer for each question
  - Unify style of questions
  - More explicit delegation to avoid some people taking the bulk of the responsibility
- Running it before exams - too many people busy
- Test run for technical issues
- More sponsors - ask early for sponsored prizes
- Potentially organise minigames/table rounds?
- Organise prizes/questions/everything earlier
- Have light/dark committee (light = logistics such as bookings, dark = question writers/MCs running the event)
- Actively encourage each club to have two participating members
- Don't just copy this year's budget, we just aimed for a breakeven given it was a first-run
- Print more paper/have spares
- No need to copy everything we did (eg. marketing colours)
- Attach presentation docs to handover
- Endorse reading and following subcommittee regs - they're designed to make lives easier
- Endeavour to write detailed minutes (decisions, important communications to committees) that are circulated to all committees
- Provide catering - makes Tavern cook's lives easier, not expensive
- 84 attendees, 20 single sales, 8x8 tables
- Could lock single ticket sales day before, to be able to organise those tables
  - We have a preliminary handover doc
    https://docs.google.com/document/d/1jiNGpL06qoWHOgtZzWOGgf2qfXbqJixRwm0vHzz6X8U/edit?usp=drive_web&ouid=115113499541928716268
  - Frame it as a 'what did we learn' doc rather than strict instructions for the next subcommittee
  - @Ash Ithape Organise starting handover doc, ensure it's circulated to all committees
- **Officially dissolve subcommittee**
  - Mustafa - I'll miss y'all
  - Motion to dissolve committee and wrap the event
    - Seconded by Hannah
    - Passes unanimously 6-0-0

Action Items

- ☐ @Ash Ithape Organise starting handover doc, ensure it's circulated to all committees

---

Previous Action Items