



cinders

Proposed Year Plan

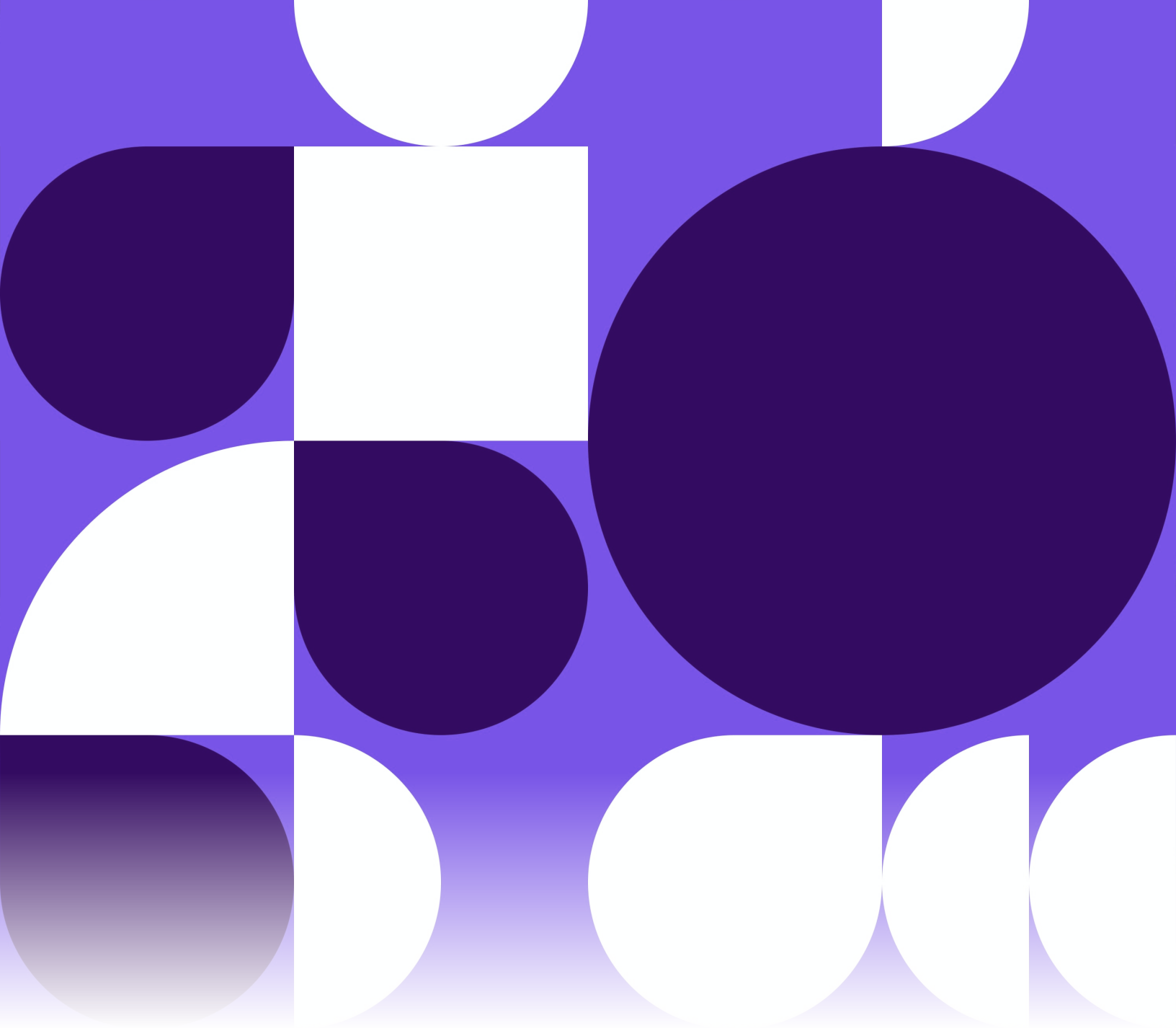
CINDERS, THE ELECTED CABINET OF THE COMPUTER SCIENCE AND
ENGINEERING STUDENTS' SOCIETY, HKUSTSU, SESSION 2023-2024

Typeset in 10pt Source Han Sans, with ConT_EXt LMTX.

Printed this 11th day of April, 2023.

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Provisional Year Plan

**CinderS, The Elected Cabinet of The Computer Science and Engineering
Students' Society, HKUSTSU, Session 2023–2024**

1 The Executive Committee

- 李珠星
Lee Chu Sing, Terry
CHAIRPERSON
- 趙浩新
Chiu Ho Sun, Nelson
INTERNAL VICE-CHAIRPERSON
- 殷兆華
Yan Siu Wa, Sam
EXTERNAL VICE-CHAIRPERSON
- 譚熙耀
Tam Hei Yiu, Samuel
INTERNAL SECRETARY
- 甘肇燊
Kam Siu San, Stan
EXTERNAL SECRETARY
- 潘銳
Poon Yui, Paddy
FINANCIAL SECRETARY
- 張苑珊
Cheung Yuen Shan, Cindy
PUBLICATION AND PROMOTION SECRETARY
- 黃積安
Wong Chik On, Jacky
ACADEMIC SECRETARY

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3 Daily Operation of CSESS

3.1 General Promotion

Promote functions to all target participants.

3.1.1 Schedule

| DTF | Task | PIC(s) |
|----------|---|---------------------------|
| 14, 1 | Social Media Promotion Design (Facebook, Instagram). | Terry (P) Stan (E Sec) |
| 14, 1 | Social Media Promotion Posting (Facebook, Instagram). | Nelson (IV) Sam (EV) |
| 14, 1 | Discord Announcement. | Samuel (In Sec) |
| 14, 1 | Instant Messages (WhatsApp, Telegram, Signal). | All |
| 14 | CSESS Counter (LG5). | All |
| 14 | Event Promotion on CSESS Website. | Jacky (A Sec) |
| 14, 7, 1 | Mass Email to CSESS Members. | Samuel (In Sec) |

3.2 Poster Promotion

To promote functions through posters posted in designated areas of the campus.

3.2.1 Date

14 (DTF)

3.2.2 Location

- Atrium, Area C
- Bus Stop
- Common Room 2466
- G/F, Inner Wall of the Piazza, Near the Main Entrance of the Sports Hall

- G/F, New Hall (Seafront Restaurant) (× 3)
- G/F, Wall Adjacent to the Main Entrance of the Sports Hall
- LG5, Lift 10-12
- LG5, near escalator
- LG7, Wall adjacent to the Canteen
- The 2nd right wall of “Fong Shu Chuen Promenade” (方樹泉廊)
- The 3rd Pair of Pillars of Bridge-Link (Counted From LG5) (× 2)
- 1/F, Lift 17-18, Both Sides
- 10/F, Lift Lobby, UG Hall I

3.2.3 Schedule

| DTF | Task | PIC(s) |
|-------|----------------|-----------------------------|
| 28-16 | Design Poster. | Cindy (PP Sec) |
| 15 | Society Chop. | Any 1 |
| 14 | Post Poster. | Nelson (IV) Stan (E Sec) |

3.2.4 Equipment & Consumables

EQUIPMENT

| | |
|----------|-----|
| Scissors | × 1 |
|----------|-----|

CONSUMABLES

| | |
|--------|------|
| Poster | × 16 |
| Tape | × 1 |

3.2.5 Remarks

Expiry date must be printed on the poster. The expiry date is at most 14 days after posting.

3.3 CSESS Counter Promotion

To promote functions by holding an on-campus or virtual online counter.

3.3.1 Date

14–1 (DTF)

3.3.2 Location

LG5

3.3.3 Schedule

| DTF | Task | PIC(s) |
|-------|--|--------|
| 20–15 | Prepare Equipment and Materials for Counter. | Any 3 |
| 14 | Sit in the Counter. | All |

3.3.4 Equipment

EQUIPMENT

| | |
|--------------------|-----|
| Scissors | × 1 |
| Society Signboard | × 1 |
| Tablecloth | × 1 |
| Laptop | × 1 |
| Money Box | × 1 |
| Receipt Book | × 1 |
| Cable Reel | × 1 |
| Event Poster Board | × 1 |

4 CSESS Rock Climbing Day

4.1 Main PIC(s)

Nelson (IV), Sam (EV)

4.2 Objectives

- To promote healthy lifestyle among CSE students.
- To offer a chance for students to relax by taking part in sports, after the three years of lockdown due to the pandemic.
- Provide a chance for CSE students to connect with each other.

4.3 Details

| | |
|--------------------------|---------------------------------------|
| Date | 28 th April, 2023 (Friday) |
| Time | 12:00–18:00 |
| Venue | Kizuna Climbing Gym (TKO) |
| Audience | CSE Students and CSESS Members |
| Est. Participants | 20 (Excluding Excors) |
| Fee (\$) | 80 |
| Budget (\$) | 200@1 |

4.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|------------------------|---|----------------|
| N/A | 15 th March | Confirm Details with Rock Climbing. | Nelson (IV) |
| N/A | 15 th March | Confirm with Boulder Gym. | Nelson (IV) |
| N/A | 15 th March | Confirm Human Resources with Rock Climbing. | Nelson (IV) |
| 2 | 20 th March | Discuss with Boulder Gym. | Nelson (IV) |
| 14 | Two Weeks Before | Design Poster. | Cindy (PP Sec) |
| 7–1 | One Week Before | Post Poster. | Nelson (IV) |

4.5 Equipment

EQUIPMENT

Society Signboard × 1

4.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|--|-------------|
| 12:00 | Assemble on Campus. | Nelson (IV) |
| 12:00–13:00 | Travel to Boulder Gym. | Nelson (IV) |
| 13:00–18:00 | Boulder Tutorial & Free Time at Boulder Gym. | Nelson (IV) |

4.7 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.

5 CSE Farewell Video

5.1 Main PIC(s)

Nelson (IV), Stan (E Sec), Jacky (A Sec)

5.2 Objectives

- To celebrate the graduation of CSE graduates.
- To provide reminiscence comfort for final year CSE students.
- To recollect and gather the past memories of the graduates.

5.3 Details

Date 2nd May, 2023 (Tuesday)
Time 12:00
Venue Instagram and YouTube
Audience Graduates and CSE Staff
Est. Participants All CSE Graduates

5.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-------|------------------------|-----------------------|------------------------------|
| 20 | 11 th April | Contact Professors. | Jacky (A Sec) |
| 24–15 | 14 th April | Draft Farewell Video. | Nelson (IV) Stan (E Sec) |
| 14–10 | 15 th April | Film Footage. | Nelson (IV) Jacky (A Sec) |
| 10–4 | 21 st April | Edit Video. | Nelson (IV) Jacky (A Sec) |
| 14–1 | 25 th April | Promote. | N/A |

5.5 Equipment & Consumables

EQUIPMENT

| | |
|----------------|-----|
| Camera | × 1 |
| Laptop | × 1 |
| Tripod | × 1 |
| Camera Battery | × 1 |
| Camera Charger | × 1 |
| Laptop Charger | × 1 |
| SD Card | × 1 |

CONSUMABLES

| | |
|---------------|------|
| Filming Props | × 16 |
|---------------|------|

5.6 Rundown of Function (Filming Day)

| Time | Description | PIC(s) |
|-------------|--|------------------------------|
| 10:00–10:10 | Gather Presenting Executive Committee Members. | N/A |
| 10:10–18:00 | Film Footage. | Nelson (IV) Jacky (A Sec) |

5.7 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.

6 CSE Farewell Dinner

6.1 Main PIC(s)

Terry (P), Jacky (A Sec)

6.2 Objectives

- To celebrate the achievements of the graduating class and recognize their hard work and dedication.
- To honor and give thanks to the faculty, staff, and mentors who have supported the graduates throughout their academic journey.
- To have fun and enjoy good food, entertainment, and company in a relaxed and festive atmosphere.

6.3 Details

| | |
|--------------------------|--|
| Date | 10 th May, 2023 (Wednesday) |
| Time | 18:30–20:30 |
| Venue | UC Bistro |
| Audience | Graduates and CSE Staff |
| Est. Participants | 70–80 |
| Fee (\$) | Sponsored by CSE Department |
| Budget (\$) | 8000 |
| Dress Code | Smart Casual |

6.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-------|------------------------|---|--|
| N/A | 11 th April | Confirm Details with CSE Department. | Jacky (A Sec) |
| N/A | 11 th April | Check Equipment and Material with CSE Department. | Jacky (A Sec) |
| 1 | 11 th April | Book Venue. | Jacky (A Sec) |
| 1 | 25 th April | Remind CSE Department to Send Email. | Jacky (A Sec) |
| 10, 1 | 25 th April | Design Guest Book, Photo Props and Poster. | Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec) |

| DTF | Finish Date | Task | PIC(s) |
|-------|------------------------|--------------------------------|--|
| 10, 1 | 25 th April | Buy Nametags and Boutonnière. | Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec) |
| 1 | 25 th April | Print Poster and Stick Poster. | Stan (E Sec) |

6.5 Equipment & Consumables

EQUIPMENT

| | |
|-------------------|------|
| Backdrop | × 1 |
| Boutonnière | × 20 |
| Cameras | × 2 |
| Farewell Video | × 1 |
| Guest Book | × 1 |
| Nametags | × 20 |
| Notice Boards | × 2 |
| Pens | × 2 |
| Photo Props | × 7 |
| Society Signboard | × 1 |

CONSUMABLES

| | |
|--------------------|------|
| Graduate Souvenirs | × 80 |
| Greeting Cards | × 80 |
| Letter Balloons | × 17 |
| Lucky Draw Gifts | × 4 |
| Participant List | × 1 |
| Posters | × 13 |
| Scissors | × 2 |
| Tape | × 2 |

6.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|-----------------------------|--------|
| 17:00–18:00 | Set Up Venue. | All |
| 18:15–18:50 | Registration. | Any 3 |
| 18:50–18:55 | CSESS Welcome Speech. | Any 2 |
| 18:55–19:00 | CSE Department Head Speech. | Any 2 |
| 19:00–20:30 | Dinner. | All |
| 19:30–20:00 | Lucky Draw. | Any 4 |
| 20:30–20:35 | Photo. | All |
| 20:35–21:00 | Clean Up. | All |

6.7 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be no available seating plan.
- Confirm lucky draw and if alcohol beverages are acceptable.
- Identity checks are needed before walk-ins are allowed.

7 CSE Welcome Day

7.1 Main PIC(s)

Samuel (In Sec), Stan (E Sec)

7.2 Objectives

- To relieve stress of new students by offering fun water games.
- To create bonding between new students and CSESS Members, and provide an opportunity for new students to meet their peers.
- To introduce the Society and the Executive Committee to new students.

7.3 Details

| | |
|--------------------------|--|
| Date | 15 th July, 2023 (Saturday) |
| Time | 10:00–20:00 |
| Venue | Clear Water Bay, First Beach |
| Audience | Undergraduates Who Recently Declared a Major Offered by the CSE Department |
| Est. Participants | 30 |
| Budget (\$) | 300 |
| Fee (\$) | 40 (Members), 60 (Non-Members) |

7.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|------|-----------------------|---|---------------------------------|
| 21–1 | 15 th June | Ask CSE Department for Funding. | Jacky (A Sec) |
| 7–2 | 18 th June | Design Poster. | Cindy (PP Sec) |
| 7–2 | 18 th June | Design Games. | Stan (E Sec) Paddy (F Sec) |
| 14–1 | 22 nd June | Promote. | Samuel (In Sec) |
| 14–1 | 22 nd June | Contact All Undergraduates Who Recently Declared a Major Offered by the CSE Department. | Samuel (In Sec) Stan (E Sec) |
| 7–1 | 28 th June | Rehearse Games. | All |

| DTF | Finish Date | Task | PIC(s) |
|-----|-----------------------|--|-------------|
| 7–1 | 10 th July | Prepare Foods and Equipments for Barbeque. | All |
| 7–1 | 13 th July | Send Out Final Reminders to Participants. | Nelson (IV) |

7.5 Equipment & Consumables

EQUIPMENT

| | |
|---------------------|------|
| Camera | × 1 |
| Thermal Boxes | × 2 |
| Society Banner | × 1 |
| Water Blasters | × 40 |
| Large Beach Buckets | × 4 |
| Small Beach Buckets | × 4 |

CONSUMABLES

| | |
|------------------------------|------------|
| Barbeque Meal for One Person | × 40 |
| Barbeque Fork | × 40 |
| Barbeque Net | × 4 |
| Newspaper | × 4 |
| Charcoal Bags | × 4 |
| Drinks | 60 × 330ml |
| Honey Jars | × 3 |
| Lighter | × 2 |
| Participant List | × 1 |
| Plastic Cups | × 60 |
| Plastic Gloves | × 50 |
| Plate and Utensil | × 75 |
| Tissue (Boxes) | × 5 |
| Tongs | × 4 |
| Trash Bags | × 5 |
| White Bread (Loaves) | × 3 |
| Working Gloves | × 4 |

7.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|---|------------------------|
| 10:00–12:00 | Prepare Venue. | Any 2 |
| 10:00–12:00 | Hold Barbeque Stove. | Any 2 |
| 12:00–12:30 | Meet Up at the North Gate, and at Diamond Hill Station. | Any 4 |
| 12:30–13:30 | Travel To Clear Water Bay, First Beach. | Any 4 |
| 13:30–13:45 | Introduction. | Terry (P) Any 2 MCs |
| 13:45–14:15 | Icebreaking Games. | N/A |
| 14:15–14:50 | Group Games. | Any 6 |
| 14:50–15:00 | Break. | N/A |
| 15:00–15:45 | Mass Games. | Any 6 |
| 15:45–16:05 | Photo-taking. | N/A |
| 16:05–16:30 | Set Up Barbeque Sites. | Any 2 |
| 16:30–19:00 | Barbeque. | All |
| 19:00–20:00 | Clean Up. | All |

7.7 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be both Chinese and English MCs if there are non cantonese speaking participants.
- Some members might go on field trips one month before the activity day.
- All participants are discouraged from entering the water.

8 CSESS Registration Day

8.1 Main PIC(s)

Nelson (IV), Sam (EV)

8.2 Objectives

- To promote the upcoming Orientation Camp to new students.
- To provide accurate and helpful information to new students.
- To introduce the Society and the Executive Committee to new students.

8.3 Details

| | |
|--------------------------|--|
| Date | 11 th August, 2023 (Friday) |
| Time | 10:00–18:00 |
| Venue | Atrium |
| Audience | Freshmen |
| Est. Participants | 40 |
| Fee (\$) | Free |

8.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|------|-------------------------|-----------------------------------|----------------|
| 21–1 | 5 th July | Confirm Details with SU and DSTO. | Sam (EV) |
| 14 | 11 th July | Design Poster. | Cindy (PP Sec) |
| 14 | 15 th July | Design Counter Decorations. | Cindy (PP Sec) |
| 7 | 20 th July | Make Decorations for the Counter. | Stan (E Sec) |
| 7 | 25 th July | Design Games for the Counter. | Nelson (IV) |
| 7–1 | 28 th July | Rehearse Counter Games. | Nelson (IV) |
| 7–1 | 11 th August | Promote. | N/A |

8.5 Equipment & Consumables

EQUIPMENT

| | |
|--------------|-----|
| Laptop | × 2 |
| Charger | × 2 |
| Cutter | × 2 |
| Glue | × 2 |
| Scissors | × 2 |
| Money Box | × 1 |
| Society Chop | × 1 |
| Receipt | × 1 |

CONSUMABLES

| | |
|-------------------------|------|
| A4 Paper | × 30 |
| A3 Purple-Colored Paper | × 10 |
| A3 Black-Colored Paper | × 10 |
| Foamboard | × 2 |
| Glue Stick | × 2 |
| Sticker | × 2 |
| Black Marker | × 1 |
| Blue Marker | × 1 |

8.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|---------------------------------|--------|
| 08:00–09:30 | Check and Decorate the Counter. | Any 3 |
| 10:00–13:00 | Open the Counter. | Any 3 |
| 13:00–18:00 | On Duty. | Any 4 |
| 18:00–19:00 | Close the Counter. | Any 4 |

9 CSESS Orientation Camp

9.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

9.2 Objectives

- Orientation Camp is an important event that introduces students to the university and helps them to make connections with their peers.
- To promote Orientation Camp, we plan to use various channels such as social media, email, and posters around campus.
- We also want to create engaging content that showcases the benefits of attending Orientation Camp and highlights some of the exciting activities that students can participate in during the event.
- Our goal is to encourage as many new students as possible to attend Orientation Camp and start their university experience on a positive note.

9.3 Details

| | |
|--------------------------|--|
| Date | 18 th August – 20 th August, 2023 (Friday – Sunday) |
| Time | 09:00–18:00 (57 Hours) |
| Venue | Campus, Hong Kong Island and Kowloon |
| Audience | Freshmen and CSESS Members |
| Est. Participants | 70 (Freshmen) + 7 (Spies) + 35 (Group Leaders) + 14 (Organizing Committee) = 126 |
| Fee (\$) | 500 (Freshmen), 500 (Spies), 250 (Group Leaders), 100 (Organizing Committee) |

9.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|------|-----------------------|-------------------------|--------------------------------------|
| N/A | 1 st April | Confirm Date and Venue. | Terry (P) Nelson (IV) Sam (EV) |
| N/A | 1 st April | Book Venue. | Stan (E Sec) |
| 7, 1 | 12 th May | Design Theme. | Terry (P) Nelson (IV) Sam (EV) |

| DTF | Finish Date | Task | PIC(s) |
|------------|-------------------------|---|---------------------------------|
| 7, 1 | 19 th May | Design Campfire Dance. | Samuel (In Sec) Stan (E Sec) |
| 7, 1 | 26 th May | Reach Out for Sponsors. | Paddy (F Sec) Cindy (PP Sec) |
| 14, 1 | 1 st June | Design Camp T-Shirts and Bags. | Cindy (PP Sec) |
| 30, 1 | 15 th July | Recruit Joba and Joma. | All |
| 14, 1 | 15 th July | Purchase Camp T-Shirts and Bags. | Paddy (F Sec) |
| 7, 1 | 18 th July | Design Game Content. | All |
| 7, 1 | 22 nd July | Design Poster. | Cindy (PP Sec) |
| 3, 1 | 22 nd July | Divide in Groups; Pre-Camp Joba and Joma. | All |
| 3, 1 | 25 th July | Book Transportation. | Stan (E Sec) |
| 4, 1 | 25 th July | Design and Prepare All Decorations and Props. | All |
| 14, 1 | 29 th July | Promote. | All |
| 7, 1 | 4 th August | Design Camp Book and Guide. | All |
| 9, 1 | 9 th August | Recruit Freshmen. | All |
| 2–1 | 11 th August | Rehearse Games. | All |
| 5, 1 | 13 th August | Create WhatsApp Groups. | All |
| 5, 1 | 13 th August | Contact and Remind Participants the Date of the Camp. | All |
| 5, 1 | 13 th August | Final Rehearsal of Rundown and Checking. | All |
| 1 | 14 th August | Post Campfire Video. | Samuel (In Sec) |

9.5 Timetable

| Time | Day 1 | Day 2 | Day 3 |
|-------------|---|--|--------------------------|
| 10:00–10:30 | Meet Up and Travel to Cam- pus (Choi Hung) | Meet Up and Travel to Venue (Hang Hou, Choi Hung, Kwun Tong or Sai Kung) | |
| 11:30–11:00 | Meet Up (Campus) | | |
| 11:00–11:30 | Introduction and Group | City Hunt & Lunch | Meet Up |
| 12:30–12:00 | Icebreaking Games | | Lunch |
| 12:00–12:30 | | | |
| 13:30–13:00 | Dem Cheers | | Mass Games |
| 13:00–13:30 | Lunch | | |
| 14:30–14:00 | | | |
| 14:00–14:30 | | | |
| 15:30–15:00 | Mass Games | | Announce Winners |
| 15:00–15:30 | | | |
| 16:30–16:00 | | | |
| 16:00–16:30 | | Demonstrate Campfire | Take Photos and Feedback |
| 17:30–17:00 | | | |
| 17:00–17:30 | | | |
| 18:30–18:00 | | | |
| 18:00–18:30 | | | |

| Time | Day 1 | Day 2 | Day 3 |
|-------------|----------------|------------|-------|
| 18:30–19:00 | Dinner | Dinner | |
| 19:00–19:30 | | | |
| 19:30–20:00 | Detective Game | Campfire | |
| 20:00–20:30 | | | |
| 20:30–21:00 | | | |
| 21:00–21:30 | | | |
| 21:30–22:00 | | | |
| 22:00–22:30 | Room Games | Room Games | |
| 22:30–23:00 | | | |
| 23:00–23:30 | | | |
| 23:30–24:00 | | | |

9.6 Day 1

9.6.1 Equipment & Consumables

EQUIPMENT

| | |
|----------------|-----|
| Camera | × 1 |
| Laptops | × 4 |
| Society Banner | × 1 |
| Chargers | × 4 |
| Extend Cables | × 2 |
| Speakers | × 2 |
| Microphones | × 2 |
| Trolleys | × 2 |
| Projector | × 1 |
| HDMI Cables | × 2 |
| Group Flags | × 7 |
| Markers | × 7 |
| Trash Bags | × 6 |

CONSUMABLES

| | |
|-------------------------------|-------|
| Name List of All Participants | × 2 |
| Camp T-Shirts | × 130 |
| Camp Bags | × 130 |
| A4 Paper | × 30 |
| A3 Purple-Colored Paper | × 10 |
| A3 Black-Colored Paper | × 10 |
| Foam Boards | × 2 |
| Glue Sticks | × 2 |
| Stickers | × 2 |
| Glue | × 2 |
| Scissors | × 2 |
| Cutters | × 2 |
| Black Marker | × 1 |
| Blue Marker | × 1 |
| Tape | × 4 |

9.6.2 Rundown

| Time | Description | PIC(s) |
|-------------|--|------------------------|
| 08:00–10:00 | Prepare Venue. | Any 4 |
| 10:00–10:30 | Meet Up. | Any 4 |
| 10:30–11:00 | Travel to Venue. | Any 4 |
| 11:00–11:30 | Introduction and Group. | Terry (P) Any 2 MCs |
| 11:30–12:30 | Icebreaking Games. | All |
| 12:30–13:00 | Dem Cheers. | N/A |
| 13:00–14:30 | Lunch. | Any 4 |
| 13:00–14:30 | Prepare Venue for Mass Games. | Any 4 |
| 14:30–18:30 | Mass Games. | All |
| 17:30–18:30 | OC To Store the Luggage of Participants. | N/A |
| 18:30–19:30 | Dinner. | All |
| 19:30–22:00 | Detective Games. | All |
| 22:00–23:00 | Shower. | All |
| 23:00–01:00 | Room Games. | All |

9.7 Day 2

9.7.1 Equipment & Consumables

EQUIPMENT

| | |
|----------------|-----|
| Camera | × 1 |
| Laptops | × 4 |
| Society Banner | × 1 |
| Chargers | × 4 |

| | |
|------------------|------|
| Extend Cables | × 2 |
| Speakers | × 2 |
| Microphones | × 2 |
| Trolleys | × 2 |
| Projector | × 1 |
| HDMI Cables | × 2 |
| Group Flags | × 7 |
| Markers | × 7 |
| Trash Bags | × 6 |
| Electric Blowers | × 2 |
| Wood Props | × 12 |

CONSUMABLES

| | |
|-------------------------------|-------|
| Name List of All Participants | × 2 |
| Camp T-Shirts | × 130 |
| A4 Paper | × 30 |
| Scissors | × 2 |
| Cutters | × 2 |
| Black Marker | × 1 |
| Tape | × 4 |
| Red Fabric | × 2 |
| Orange Fabric | × 2 |

9.7.2 Rundown

| Time | Description | PIC(s) |
|-------------|----------------------------|--------|
| 08:00–10:00 | Prepare Venue. | Any 4 |
| 10:00–10:30 | Meet Up. | Any 4 |
| 10:30–11:00 | Travel to Venue. | Any 4 |
| 11:00–15:30 | City Hunt and Lunch. | All |
| 15:30–16:00 | Travel to Venue. | N/A |
| 16:00–18:00 | Demonstration of Campfire. | All |
| 18:00–19:30 | Dinner. | All |

| Time | Description | PIC(s) |
|-------------|-------------|--------|
| 19:30–22:00 | Campfire. | All |
| 22:00–23:00 | Shower. | All |
| 23:00–01:00 | Room Games. | All |

9.8 Day 3

9.8.1 Equipment & Consumables

EQUIPMENT

| | |
|----------------|-----|
| Camera | × 1 |
| Laptops | × 4 |
| Society Banner | × 1 |
| Chargers | × 4 |
| Extend Cables | × 2 |
| Speakers | × 2 |
| Microphones | × 2 |
| Trolleys | × 2 |
| Projector | × 1 |
| HDMI Cables | × 2 |
| Group Flags | × 7 |
| Markers | × 7 |
| Trash Bags | × 6 |

CONSUMABLES

| | |
|-------------------------------|-------|
| Name List of All Participants | × 2 |
| A4 Paper | × 150 |

9.8.2 Rundown

| Time | Description | PIC(s) |
|-------------|----------------|--------|
| 08:00–11:00 | Prepare Venue. | Any 4 |
| 11:00–11:30 | Meet Up. | Any 4 |

| Time | Description | PIC(s) |
|-------------|---------------------------|--------|
| 11:30–12:30 | Travel to Venue. | All |
| 11:30–12:30 | Lunch. | All |
| 12:30–15:00 | Mass Games. | All |
| 15:00–16:00 | Announce Winners. | All |
| 16:00–17:00 | Take Photos and Feedback. | All |
| 17:00–18:00 | Clean Up Venue. | All |

9.9 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- Arrangement under COVID-19:
 - If the social gathering restriction is in force, gathering day will be considered instead of gathering night. On-campus gathering day will also be considered. If the restriction is further tightened, the gathering night might be cancelled.
 - If the social gathering restriction is in force, Ocamp will be held only in the campsite. The city hunt will be replaced by campsite hunt.
- Group leaders recruitment will be held one month before the start of the Orientation Camp. There will be meetings between the executive committee and the group leaders to prepare for the activity and rundown of the Orientation Camp.

10 CSESS Orientation Night

10.1 Main PIC(s)

Nelson (IV), Sam (EV), Stan (E Sec)

10.2 Objectives

- To introduce the Society and the Executive Committee to new students.
- To promote activities and welfare provided by the Society.
- To reunite students who participated in the Orientation Camp.
- To enable students who cannot participate in the Orientation Camp to meet like-minded friends.

10.3 Details

| | |
|--------------------------|---|
| Date | 9 th September, 2023 (Saturday) |
| Time | 18:00–22:00 |
| Venue | Partyroom |
| Audience | Participants of Orientation Camp and Freshmen |
| Est. Participants | 20 |
| Budget (\$) | 1000 |
| Fee (\$) | 70 |

10.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|-------------------------|--------------------------|--|
| 3–1 | 12 th August | Book venue. | Samuel (In Sec) |
| 4–2 | 27 th August | Design Poster. | Cindy (PP Sec) |
| 3–1 | 27 th August | Confirm Rundown Details. | Nelson (IV) Sam (EV) |
| 3–1 | 27 th August | Prepare Games. | Stan (E Sec) Paddy (F Sec) Jacky (A Sec) |

| DTF | Finish Date | Task | PIC(s) |
|--------|-------------------------|--------------------|--|
| 4–2 | 27 th August | Prepare Equipment. | Stan (E Sec) Paddy (F Sec) Jacky (A Sec) |
| 1 | 31 st August | Final Rehearsal. | All |
| 14–7–1 | 31 st August | Promote. | Samuel (In Sec) Cindy (PP Sec) |

10.5 Equipment & Consumables

EQUIPMENT

| | |
|----------------|------|
| Society Banner | × 1 |
| Camera | × 1 |
| Pens | × 10 |

CONSUMABLES

| | |
|------------------|---------------|
| Large Pizza | × 5 |
| Soft Drinks | 6 × 6 × 315ml |
| Participant List | × 1 |
| Tissue (Boxes) | × 5 |
| Trash Bags | × 5 |
| Paper | × 100 |

10.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|--|---------|
| 18:00–18:15 | Set Up Venue. | Any 4 |
| 18:15–18:30 | Meet Up and Travel to Venue. | Any 4 |
| 18:30–18:40 | Introduction and Divide in Groups. | All |
| 18:40–19:00 | Warm-up Games (in Small Groups) and Food Ordering. | Any 7+1 |
| 19:00–20:00 | Mass Games. | All |

| Time | Description | PIC(s) |
|-------------|------------------|--------|
| 20:00–20:30 | Singing Contest. | All |
| 20:30–21:30 | Dinner. | Any 2 |
| 21:30–21:45 | Take Photos. | All |
| 21:45–22:00 | Clean Up. | All |

10.7 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be both Chinese and English MCs if there are non cantonese speaking participants.

11 CSESS Orientation Week

11.1 Main PIC(s)

Terry (P), Samuel (In Sec), Stan (E Sec)

11.2 Objectives

- Attract non-members to join the Society.
- Promote and sell Society products.
- Promote upcoming activities of the Society.
- To recruit sports team members.

11.3 Details

| | |
|--------------------------|--|
| Date | 4 th September – 14 th September, 2023 (Monday – Thursday) |
| Time | 10:00–18:00 |
| Venue | Atrium |
| Audience | Freshmen and Society Members |
| Est. Participants | N/A |
| Fee (\$) | Discount (Members) or Standard (Non-Members) |

11.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|-------------------------|-----------------------------------|--|
| N/A | 28 th August | Schedule of PICs for the Counter. | Terry (P) Samuel (In Sec) Cindy (PP Sec) |
| N/A | 28 th August | Make Products. | Terry (P) Nelson (IV) Sam (EV) |
| N/A | 28 th August | Noticeboard Decorations. | Cindy (PP Sec) |
| N/A | 28 th August | Counter Decorations. | Nelson (IV) Sam (EV) Cindy (PP Sec) |

11.5 Equipment & Consumables

EQUIPMENT

| | |
|-------------------|-----|
| Color Paper | × 4 |
| Society Signboard | × 1 |
| Scissors | × 4 |
| Tablecloth | × 1 |
| Noticeboard | × 2 |
| Piggy Bank | × 1 |
| Society Chop | × 1 |
| Pens | × 2 |
| Member List | × 1 |
| Cheque Book | × 1 |
| Banner | × 1 |

11.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|----------------|--------|
| 09:45–10:00 | Open Counter. | Any 4 |
| 10:00–18:00 | Exist. | Any 4 |
| 18:00–18:10 | Close Counter. | Any 4 |

12 CSESS Sub-Committee Function

12.1 Main PIC(s)

Terry (P)

12.2 Objectives

- To let our members experience what it would be like being the Executive Committee.
- To introduce the Society and the Executive Committee to freshmen.
- To assemble the successor cabinet of session 2024–2025.

12.3 Details

| | |
|--------------------------|---|
| Date | 15 th September, 2023 (Friday) |
| Time | 19:30 |
| Venue | Computer Lab, Room 4214 |
| Audience | Freshmen |
| Est. Participants | 20 |
| Budget (\$) | 200 (If Not Profitable) |
| Fee (\$) | TBD |

12.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|----------------------------|---|--|
| 0 | 6 th September | Meet With Participants To Discuss the Form of Function Day. | Terry (P) Nelson (IV) Sam (EV) |
| 5 | 8 th September | Promotion Poster. | Terry (P) Samuel (In Sec) Cindy (PP Sec) |
| 5 | 8 th September | Promotion Video. | Terry (P) Samuel (In Sec) Cindy (PP Sec) |
| 0 | 15 th September | Assist With the Work of Sub-Committee. | All |

12.5 Rundown of Function

| Time | Description | PIC(s) |
|--|--|--|
| 6 th September 18:00–19:00 | Icebreaking Games. | Terry (P) Samuel (In Sec) Stan (E Sec) |
| 6 th September 19:00–20:00 | Discussion of Function Day Topic. | Terry (P) Samuel (In Sec) Stan (E Sec) |
| 6 th September 20:00–20:15 | Partition of Function Team and Promo Team. | Terry (P) Samuel (In Sec) Stan (E Sec) |

13 CSESS Welfare Product Distribution

13.1 Main PIC(s)

Cindy (PP Sec)

13.2 Objectives

- To give thanks to the support of all Society Members.
- To give away products as a token of appreciation.

13.3 Details

| | |
|--------------------------|--|
| Date | 11 th October –13 th October, 2023 (Monday–Thursday) |
| Time | 10:00–18:00 |
| Venue | LG5 |
| Audience | All Society Members |
| Est. Participants | 100 |
| Fee (\$) | Free |

13.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|------|----------------------------|-----------------------------|-----------------|
| 7, 1 | 21 st August | Design Product. | Cindy (PP Sec) |
| 3 | 8 th August | Decide Clothes Fabric. | Terry (P) |
| 14 | 11 th September | Product Sample. | Paddy (F Sec) |
| 7 | 18 th September | Finalize Products. | Sam (EV) |
| 21 | 2 nd October | Purchase Product, Delivery. | Paddy (F Sec) |
| 7 | 2 nd October | Design Poster. | Cindy (PP Sec) |
| 8 | 10 th October | Promote. | Samuel (In Sec) |

13.5 Equipment & Consumables

EQUIPMENT

| | |
|-----------|-------|
| Clothes | × 120 |
| Keychains | × 100 |
| Stickers | × 100 |

CONSUMABLES

| | |
|-------------|------|
| Posters | × 13 |
| Member List | × 1 |

13.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|-----------------|--------|
| 09:00–10:00 | Set Up Counter. | Any 4 |
| 10:00–18:00 | Open Counter. | Any 4 |
| 18:00–19:00 | Clean Up. | Any 4 |

14 CSE Festival

14.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

14.2 Objectives

- To promote interest in CSESS.
- To encourage networking and collaboration.
- To provide educational resources and opportunities.
- To increase diversity and inclusion in Computer Science.

14.3 Details

| | |
|--------------------------|---|
| Date | 16 th October – 20 th October, 2023 (Monday – Friday) |
| Time | 13:00–19:00 |
| Venue | Atrium and Lecture Theater |
| Audience | All Students |
| Est. Participants | 300 |
| Fee (\$) | N/A |

14.4 Content

| | |
|-------------------------|------------------|
| Opening Ceremony | 16 th |
| Seminar 1 | 17 th |
| Workshop | 18 th |
| Seminar 2 | 19 th |
| Closing Ceremony | 20 th |
| BBQ Gathering | 20 th |

14.5 Todo

I want sleep...

15 CSESS Information Session

15.1 Main PIC(s)

Terry (P), Samuel (In Sec), Paddy (F Sec)

15.2 Details

| | |
|--------------------------|---|
| Date | 21 st November, 2023 (Tuesday) |
| Time | 20:00–21:00 |
| Venue | Computer Lab, Room 4210 |
| Audience | Next Cabinet Candidates |
| Est. Participants | 10–15 |
| Fee (\$) | N/A |

15.3 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|---------------------------|-----------------|------------------------------|
| 4 | 20 th November | Book Venue. | Terry (P) Samuel (In Sec) |
| 4 | 20 th November | Prepare Speech. | All |

15.4 Equipment & Consumables

EQUIPMENT

| | |
|---------------|-----|
| Projector | × 1 |
| Speech Script | × 1 |

15.5 Rundown of Function

| Time | Description | PIC(s) |
|-------------|--|--------|
| 20:00–20:30 | Each current executive committee introduce their duty. | All |
| 20:30–21:00 | Q&A Session. | All |

16 CSE Photo-Taking Day

16.1 Main PIC(s)

Terry (P)

16.2 Objectives

- To foster a sense of unity and belonging among the students in the CSE Department.
- To showcase the diversity and inclusivity of the department, by including students from different backgrounds and cultures in the photo.
- To create a fun and memorable experience for the students, allowing them to bond and socialize with their peers outside of the classroom.

16.3 Details

| | |
|--------------------------|--|
| Date | 11 th November, 2023 (Saturday) |
| Time | 13:30 |
| Venue | Atrium |
| Audience | Students in the CSE Department |
| Est. Participants | 50 |
| Fee (\$) | N/A |

16.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|---------------------------|--------------------|-----------------------------------|
| 7 | 11 th November | Find Photographer. | All |
| 1–2 | 4 th July | Promote. | Samuel (In Sec) Cindy (PP Sec) |

16.5 Equipment & Consumables

EQUIPMENT

| | |
|-------------------|-----|
| Cameras | × 2 |
| Society Signboard | × 1 |

16.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|--|--------|
| 13:30–13:45 | Gather at Atrium. | All |
| 13:45–14:00 | Take Photos. | All |
| 14:00–14:30 | Free Time (Participants Take Photos Themselves). | All |

17 CSE Annual Dinner

17.1 Main PIC(s)

Terry (P), Jacky (A Sec)

17.2 Objectives

- To provide entertainment and a fun night out for members and guests, and to create a positive and memorable experience for everyone involved.
- To provide an opportunity for members to network and build relationships with each other.
- To celebrate its achievements over the past year.

17.3 Details

Date 11th February, 2024 (Sunday)
Time 18:30–20:30
Venue LG7
Audience Students and CSE Department Staff
Est. Participants 90–100
Fee (\$) TBD; Sponsored by Department

17.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-------|---------------------------|---|--|
| N/A | 11 th December | Confirm Details With the Department. | Jacky (A Sec) |
| N/A | 11 th December | Check Equipment and Material With the Department. | Jacky (A Sec) |
| 1 | 11 th December | Book Venue. | Jacky (A Sec) |
| 1 | 5 th February | Ask Department To Send Reminder Email. | Jacky (A Sec) |
| 10, 1 | 5 th February | Design Photo Props and Poster. | Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec) |

| DTF | Finish Date | Task | PIC(s) |
|-------|--------------------------|--------------------------------|--|
| 10, 1 | 5 th February | Buy Nametags and Boutonnière. | Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec) |
| 1 | 5 th February | Print Poster and Stick Poster. | Stan (E Sec) |

17.4.1 Equipment & Consumables

EQUIPMENT

| | |
|-------------------|------|
| Society Signboard | × 1 |
| Farewell Video | × 1 |
| Backdrop | × 1 |
| Notice Boards | × 2 |
| Photo Props | × 7 |
| Cameras | × 2 |
| Nametags | × 20 |
| Boutonnière | × 20 |

CONSUMABLES

| | |
|------------------|------|
| Letter Balloon | × 15 |
| Luck Draw Gifts | × 4 |
| Tape | × 2 |
| Scissors | × 2 |
| Poster | × 13 |
| Participant List | × 1 |

17.5 Rundown of Function

| Time | Description | PIC(s) |
|-------------|-------------------|--------|
| 17:00–18:00 | Set Up Venue. | All |
| 18:15–18:50 | Registration. | Any 3 |
| 18:50–18:55 | Welcoming Speech. | Any 2 |

| Time | Description | PIC(s) |
|-------------|-------------------------|---------------|
| 18:55–19:00 | Department Head Speech. | Any 2 |
| 19:00–20:30 | Dinner. | All |
| 19:30–20:00 | Lucky Draw. | Any 4 |
| 20:30–20:35 | Take Photos. | All |
| 20:35–21:00 | Clean Up. | All |

17.6 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be no available seating plan.
- Confirm lucky draw and if alcohol beverages are acceptable.
- Identity checks are needed before walk-ins are allowed.

18 CSESS Forum

18.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

18.2 Objectives

- To introduce members of new cabinet to CSE Members.
- To show the forum book of new cabinet to CSE Members.
- To let Members ask questions to the newly nominated cabinet.

18.3 Details

| | |
|--------------------------|---|
| Date | 14 th February, 2024 (Wednesday) |
| Time | 19:00–20:30 |
| Venue | Room 4210 |
| Audience | CSE Members |
| Est. Participants | 20 |
| Fee (\$) | N/A |

18.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|---------------------------|-------------|---|
| 5 | 22 nd February | Promote. | Nominated Cabinet |
| 7 | 22 nd February | Book Venue. | Terry (P) Nelson (IV) Samuel (In Sec) |

18.5 Equipment & Consumables

EQUIPMENT

| | |
|-------------|-----|
| Projector | × 1 |
| Microphones | × 2 |

CONSUMABLES

Forum Book × 1

18.6 Rundown of Function

| Time | Description | PIC(s) |
|-------------|---|--------------------------------------|
| 19:00–19:10 | Opening Speech. | Terry (P) |
| 19:10–19:20 | Nominated Cabinet Self-Introduction. | Terry (P) Nelson (IV) Sam (EV) |
| 19:20–20:00 | Nominated Cabinet Introduction of Future Prospects. | Terry (P) Nelson (IV) Sam (EV) |
| 20:00–20:30 | Q&A Session. | Terry (P) Nelson (IV) Sam (EV) |

19 CSESS Polling

19.1 Main PIC(s)

Terry (P)

19.2 Objectives

- To let Full Members vote for the Nominated Cabinet.

19.3 Details

| | |
|--------------------------|--|
| Date | 22 nd February, 2024 (Thursday) |
| Time | 10:00–21:00 |
| Venue | Online |
| Audience | CSE Full Members |
| Est. Participants | N/A |
| Fee (\$) | N/A |

19.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|---------------------------|-----------------------------|-----------------|
| 1 | 24 th February | Send Reminder Email. | Samuel (In Sec) |
| 2 | 27 th February | Create Online Survey. | Samuel (In Sec) |
| 0 | 28 th February | Send Survey Link via Email. | Samuel (In Sec) |

19.4.1 Equipment & Consumables

EQUIPMENT

| | |
|----|-----|
| PC | × 1 |
|----|-----|

20 CSESS Consultation

20.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

20.2 Objectives

- To consult the Year Plan of the Elected Cabinet.
- To consult future functions of the Elected Cabinet.
- Help the Elected Cabinet prepare for upcoming Annual General Meeting.

20.3 Details

| | |
|--------------------------|---|
| Date | 25 th February – 9 th March, 2024 (Sunday – Saturday) |
| Time | 19:00–23:00 |
| Venue | Online |
| Audience | CSE Full Members and Honour Members |
| Est. Participants | 20–30 |
| Fee (\$) | N/A |

20.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-----|-----------------------|---------------|--------------------------------------|
| 0 | 3 rd March | Zoom Meeting. | Terry (P) Nelson (IV) Sam (EV) |

20.4.1 Equipment & Consumables

EQUIPMENT

| | |
|----|-----|
| PC | × 1 |
|----|-----|

CONSUMABLES

| | |
|--------------------|-----|
| Virtual Background | × 1 |
|--------------------|-----|

20.5 Rundown of Function

| Time | Description | PIC(s) |
|-------------|-------------------------------------|-----------|
| 19:00–19:10 | Participants Headcount. | Terry (P) |
| 19:10 | Announce Start of the Consultation. | Terry (P) |
| 19:10–20:40 | Consult. | All |
| 20:40–20:55 | Break. | All |
| 20:55–22:25 | Consult. | All |
| 22:25–22:35 | Break. | All |
| 22:35–23:00 | Consult. | All |

21 CSESS Annual General Meeting

21.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV), Samuel (In Sec), Stan (E Sec)

21.2 Objectives

- To review on the Cabinet of CSESS, HKUSTSU, 23–24.
- To approve the financial reports submitted by the current Financial Secretary.
- To provide the public with an opportunity to better understand the Elected Cabinet of CSESS, HKUST, 24–25.
- To allow Society Members provide advice to the Elected Cabinet of CSESS, HKUST, 24–25.

21.3 Details

| | |
|--------------------------|---------------------------------------|
| Date | 10 th March, 2024 (Sunday) |
| Time | 18:00–21:00 |
| Venue | Online |
| Audience | All Members |
| Est. Participants | 30 |
| Fee (\$) | N/A |

21.4 Schedule

| DTF | Finish Date | Task | PIC(s) |
|-------|---------------------------|---------------------------|--------------------------------------|
| 4–1 | 15 th February | Book Venue. | Stan (E Sec) |
| 50–30 | 25 th February | Prepare Annual Report. | Terry (P) Nelson (IV) Sam (EV) |
| 50–30 | 1 st March | Prepare Financial Report. | Paddy (F Sec) |
| 4–2 | 3 rd March | Prepare Poster. | Cindy (PP Sec) |
| 1 | 3 rd March | Buy Materials. | Nelson (IV) Stan (E Sec) |

| DTF | Finish Date | Task | PIC(s) |
|-----|-----------------------|---------------------|-----------------|
| 7–1 | 4 th March | Promote. | Samuel (In Sec) |
| 4–2 | 4 th March | Prepare Agenda. | Samuel (In Sec) |
| 4–2 | 4 th March | Prepare Floor Plan. | Stan (E Sec) |

21.4.1 Equipment & Consumables

EQUIPMENT

| | |
|----------------------|------|
| Wireless Microphones | × 2 |
| Camera | × 1 |
| Laptops | × 2 |
| Agenda | × 20 |

CONSUMABLES

| | |
|-------------|------|
| Pens | × 10 |
| Draft Paper | × 30 |

21.5 Rundown of Function

| Time | Description | PIC(s) |
|-------------|--|---------------------------------|
| 18:00–18:30 | Set Up Venue. | Cindy (PP Sec) Jacky (A Sec) |
| 18:00–18:30 | Set Up Streaming Equipment. | Samuel (In Sec) Stan (E Sec) |
| 18:30–18:35 | Welcome Participants and Distribute Agenda. | Nelson (IV) Sam (EV) |
| 18:35–18:50 | Receive and Adopt the Annual Report. | Terry (P) |
| 18:50–19:05 | Receive and Adopt the Financial Report. | Paddy (F Sec) |
| 19:05–19:15 | Discuss to have non-confidence with Executive Committee and announce the Honorary Member(s). | All |

| Time | Description | PIC(s) |
|-------------|--|----------------------------|
| 19:15–20:00 | Introduce the Executive Committee of the next session. | All |
| 20:00–20:30 | Pass and approve year plan and financial budget of the next session. | Terry (P) Paddy (F Sec) |
| 20:30–20:45 | Pass amendments to the Constitutions and appoint Honorary Auditor. | Nelson (IV) |
| 20:45–21:00 | Buffering time. | N/A |

21.6 Remarks

- Special arrangement during Inclement Weather or emergency:
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- For the Elected Cabinet of CSESS, HKUSTSU, Session 2024–2025, and The Executive Committee of CSESS, HKUSTSU, Session 2023–2024, formal dressing is required.