

Final Year Week Committee Meeting

30/5/2024

In attendance: Augustine, MK, Peter, Chioma, Damola, Oge, Christabel, Mrs. Robinson.

Meeting notes:

- We created the new general and class-specific award categories below:

General	Class
Business of the year	Leadership Award
Influencer of the year	Creative
Best dressed (2)	Fashionable
MVP (2)	Socialite
Athlete of the year	

- We would use the Whatsapp poll voting system to determine the best dressed on that evening, just like it was done at PANASA dinner. Note, we have to inform them that the picture used has to be taken in front of the banner.
- From Damola's designs, the one with the black background would be for the stage, the one with the white background would be for the picture wall, and the last one for the card
- We decided who is in charge of each day of the week:

	Person(s) in charge
Monday	Oge (food), Christabel and Damola (games), Chudi for MC, John Paul to handle music (not certain)
Tuesday	Peter
Wednesday	Christabel and the Sports committee
Thursday	??
Friday	MK and Chioma
Saturday	All hands on deck

- We outlined the sports for Wednesday and prizes for each sport:

100m race	6 medals
200m race	6 medals
Relay races	16 gold, 32 certificates
Sack Race	6 certificates
3-legged race	12 certificates
Egg & Spoon	6 certificates
Tug of war	15 certificates
Team sports	6 certificates (MVP for each sport)
Football	15 gold medals (winning teams)
Volleyball	12 gold medals
Basketball	12 gold medals

Action Items:

- Damola - add the names of the couples to the back of the invitation card and send to the students.
- MK - Find out the prices for : disposable cups, lime (12), Sachets of glucose and the number of biscuits and caprissonnes in a carton.
- Determine price of stands for businesses to sell.
- Send email to inform businesses of the opportunities to sell.
- Augustine - Send the proposal to Peter to give to his contact for potential sponsorship.
- Peter - Send list to course reps to confirm shirt sizes
- Peter - Get the shirts from Yaba
- Mrs Robinson - Check for the spoons
- Damola - Design certificates, and share design tasks with MK
- Oge - Finalize food discussions and make payment
- Peter - Communicate with CSP against Tuesday
- Augustine - Send budget to Student Affairs