Purpose : **Games day debriefing**

Time : 27.07.16, 4.00pm

Venue : EN10-7 Conference Room

Attendees:

Students

1. LABI **TRISHA** ANGELICA VERGARA (Chairman)
2. **MOSES** BAN REN HAO
3. **LEAH** WANG LIT YEE (Secretary)
4. NURUL **FATHIAH** BTE ARIFFIN
5. **WENDI** LAI PUI YEE
6. **AMANDA** LEE KAR MUN

Advisors

1. Teo Tse Tsong
2. Luke Van Luu Coong

**What could have been done better:**

1. All the members should have been more included
2. Should not have just sent 2 girls to get snacks and drinks
3. Briefing of the groups could have been earlier
4. The snacks could have been better distributed so that everyone had an equal share
5. Took too long to prepare the next match and groups during the intervals
6. Prize giving was unplanned
7. Members could have done their given job properly
8. Majority of the members did not really understand how to tally the scores till that very moment
9. Late on preparing the whole event
10. Did not consider a lot of factors like breaking of a chair, injured team player.
11. Planning of snacks could have been planned earlier
12. Attendance taking could have been improved
13. Collection of indemnity forms was disorganised
14. Snacks and drinks price and order could have been confirmed earlier
15. Distribution of indemnity forms were too late, it was too late to chase and no way to enforced
16. The tables could have been made bigger so it would be easier to read and update

**What went well**:

1. Games went well as everyone follow the rules
2. Event went well in then end and teamwork was great
3. The planning of the matches was good and fair
4. The execution of the event was good and everyone managed to pull everything together
5. Everyone was well hydrated
6. The timing was well kept
7. Everyone seem to have enjoyed themselves
8. Surprised with the snacks and drinks
9. Managed to do reasonably well
10. We had another trophy and it was on time