Year Report- Assessor Internal
Soumya Deep Chatterjee 2017-18

2017-18 was a great year for Leiden United, full of new concepts and ideas generated by the board and the LUAC. Two of the new ideas which I tried to implement were- i) To try out social initiatives in Leiden United and ii) To automate the group and buddy making process. I also standardized and streamlined the communication process between the external assessor, the internal assessor, the group leaders and the associations to create a smooth pipeline for arranging dinners for our members.

Workflow Pipeline:

1. External Assessor meets with associations to get possible dinner dates, preferably spread over Monday-Friday. This is important because our members sometimes have one or two days that they definitely can't attend. For eg. If a member cannot attend on a Tuesday and all dinners at an association falls only on Tuesday, the member can't join any of them.

2. Internal assessor gets the information about the days that members prefer from the membership form and creates groups using the groupmaker program. The group maker program creates groups of members with similar dinner date preferences. This is of the highest importance.

3. Next the groups should be made according to the "friends" our members want to be with. If two friends have put separate preferences on dinner dates, you can either talk to them or just put them together in one group. So group making with friend preference is of second highest importance.

4. Next comes grouping members according to other preferences such as cuisines, languages they want to learn, places they want to visit etc.

5. Attention should be given to make group with a balanced gender ratio and Dutch-international composition. The latter is important for buddies.

6. First choice of choosing a group leader should be a Dutch person as he/she can communicate with the associations.

7. Create a whatsapp group of goupleaders to stay in touch.

8. Now that you have groups, buddies and group leaders made, now comes the functional part-

    a) On a day to day basis, members communicate their presence and absence for a dinner to their respective group leaders.
    b) Group leaders communicate the same alongwith the dietary preferences of the attending members to the board by email.
    c) Assessor Internal checks the absentees and proposes the group leader alternative dates. External communicates the association about the attending members and their dietary choices.

d) Group leaders communicate alternative dinner dates to the absentee members and communicate to the board their preferred substitute dinner dates.

e) Assessor Internal then informs the respective group leaders about extra members joining their group on which dates along with the extra member's dietary preferences,

f) The concerned group leader takes note and when following step a), includes their names and dietary preferences as well.

Social Initiatives:

1. Two of the main events happening in the world during our board-year were the refugee crisis and sustainability awareness. I tried to create programmes addressing those issues in Leiden United.

2. I collaborated with "Conscious Kitchen", Den Haag in order to organise a *wasteless dinner*. I set up a meeting with Minke Sijbrandij and we came into an agreement to organise a dinner in the Hague where our member volunteers will go and collect fruits and vegetables from the market before they are being thrown away and Leiden United will go to the Hague the next day to cook and have dinner together. Two members from the conscious kitchen came to our club house one evening to explain their concept and describe the roles of volunteers. Our members went to the hague market to salvage fruits and vegetables the day before, volunteered to cook and clean up afterwards and we enjoyed the evening having dinner together. This way we contributed to the sustainability and waste-reduction initiative. In our successive board meeting, we decided to do that once a year.

3. Me and Annick met with Ynette Caupain of Leiden University Meeting Point which was originally opened for refugee students. We discussed thoroughly about the many different ways we could collaborate in order to help refugee students feel at home and integrate with international and Dutch students. We also got some valuable inputs, the most valuable being the tag of being referred to as a "refugee" student alienates them to come in close contact with the other students of the University. Another important input that we got from Ynette was that they don't like events that involve alcohol. I proposed two ideas to Ynette and brough the same in our board meeting.
    1. One was to organise a workshop to create awareness about the life and struggles of refugee students in Leiden and elsewhere by inviting two speakers followed by a dinner cooked by refugee students and face to face interactions. This was welcomed by Ynette. However the board wanted to not compromise on alcohol as most of our members would like to have drinks afterwards, we thought it was not a good idea to pursue.

    2. I also proposed in our board meeting to organise a sports event as it generally does not involve alcohol such as "Planet Jump" or "Rowing". This was also welcomed by Ynette but the board was not in favour of the event. So we did not pursue further.

4. Thirdly, I collaborated with "Amnesty International student group Leiden" in order to organise a movie night at our new clubhouse at Steenschuur 6 alongwith the meeting point. Unfortunately this event was cancelled due to over inflation of events.

Automating group and buddy making:

1. I created the python program "groupmaker.py version 1.1" that automatically groups members according to dinner dates that they preferred and dinner dates that are available of most of our associations. The input of the program is csv file generated from the excel sheet of our membership form. After removing all non-paying members, the excel sheet can be saved as a csv file. It can be renamed as "test.csv" for convenience.

```
#Write the preferred days of the groups
groups={
"Quintus":['monday', 'tuesday'],
"Catena":['monday', 'wednesday', 'thursday'],
"SSR":['thursday', 'monday', 'wednesday', 'friday'],
"Augustinus":['thursday', 'tuesday']
}
```

2. The program needs manual intervention in only four places-

a.Make sure that there are no same or similar names. If present then put an identifier. For eg. Thomas Jefferson, Thomas Jefferson1

b. Write down the available days for each association just in the format shown below. You will get this info from the external assessor. Note that the last association does not have the "," (comma) in the end.

c. Put the name of the csv file that you saved from the membership excel sheet after deleting all non-paying members. In this case it is test.csv.

```
#File name of the excelsheet that you want to read from:
memadmin="test.csv"
```

d. Write down which column in the membership excelsheet refers to which column number. Write down only the column numbers that you want to consider for group building. You might not want to include email ids or phone numbers as group building criteria. So exclude them. PLEASE NOTE THAT IN PROGRAMMING, NUMBERS START FROM ZERO AND NOT 1. So column zero in python is column 1 in excel sheet. and column 9 in python is column 10 in excel sheet. PLEASE DO NOT CHANGE THE TOPIC NAME such as "name", "gender","nationality, dutchORinternational and group leader as the program explicitly needs those values in the same way as written. For other preferences, you can add, edit or modify.

```
preferences={
"name":'2',
"gender":'3',
"nationality":'6',
"dutchORinternational":'8',
"studysubject":'9',
"hobbies":'10',
"countriesvisit":'11',
"cuisines":'12',
"languages":'13',
"nationalitypreference":'14',
"donotpreferdinnerdays":'15',
"preferdinnerdays":'16',
"vegetarian":'17',
"dietaryrestrictions":'18',
"groupleader":'21',
"friendpreference":'22'
}
```

3. In order to run the program, type "python groupmaker.py". You will get relevant outputs in your screen that will group all your members according to the preferred dinner days matched with the actually available dinner dates (obtained from the association). This program also tells you basic info such as number of males, females, Dutch and International students in each group.

4. This program generates three files in ".txt" format- bigdata.txt, dinners.txt and buddies.txt. Everytime you run the program, you need to delete these files, if present. THIS IS IMPORTANT FOR THE PROGRAM TO WORK.

5. After running the program, always check dinners.txt as it contains members who could not be put to any groups. It is very good if nothing is present in that file which means you have successfully put all our members in one group or the other. But if someone happens to be in the dinners.txt file, you need to contact him/her and make him/her modify dinner date preferences.

Confidante:
I stayed in close contact with all of our members and made them aware that I am there if they needed to talk about anything affecting their life, peace of mind or studies in Leiden. Some members will be super introvert and you need to take care of them. Some members will simply stop attending dinners or events. You need to communicate with them and make everyone feel at home. Communication with group leaders are also important in case you see a member not feeling at ease. Leiden United is one big family where not everyone will be the same but you being a board member have to treat them equally. I refrain myself from sharing my role as a confidante to respect the privacy of our members.

Wish you all the best in the board year 2018-19 !!