

Name	Tasks	Deadline
Jacky/ Dylan	<ol style="list-style-type: none"> <li>1. Get access to FINSOC website</li> <li>2. Write up website contents</li> <li>3. Create a society plan for next year</li> <li>4. Write up sponsorship package with sponsorship Directors</li> <li>5. Write up Bio</li> <li>6. Revamp Facebook page in preparation for O weeks</li> <li>7. Pay a visit to lecturer</li> <li>8. Sponsorship pitch</li> <li>9. Get bank account thing sorted</li> <li>10. Plan for all events next semester</li> <li>11. Induction ?</li> </ol>	TBA
Adriana	<ol style="list-style-type: none"> <li>1. Write up sponsorship package with sponsorship Directors</li> <li>2. Write up Bio</li> <li>3. Chase up wealth management panel directors, secretary , and treasurer's action item progress ( Require an update to me every 3 days )</li> </ol>	<ol style="list-style-type: none"> <li>1. TBA</li> <li>2. Now</li> <li>3. TBA</li> </ol>
Bo	<ol style="list-style-type: none"> <li>1. Write up sponsorship package with sponsorship Directors</li> <li>2. Write up Bio</li> <li>3. Chase up IB panel directors and IT directors , action item progress</li> </ol>	<ol style="list-style-type: none"> <li>1. TBA</li> <li>2. Now</li> <li>3. TBA</li> </ol>
Victor	<ol style="list-style-type: none"> <li>1. Write up Bio</li> <li>2. Create an o-week volunteer application</li> <li>3. Create a recruitment procedure for future subcommittee ( Subcommittee</li> </ol>	<ol style="list-style-type: none"> <li>1. Now</li> <li>2. 13/12/2015</li> <li>3. 03/01/2016</li> </ol>

	application , interview questions )	
Samar	<ol style="list-style-type: none"> <li>1. Write up Bio</li> <li>2. Get the ARC expense form ready</li> <li>3. Find out where do we get cheap T shirts made up</li> </ol>	<ol style="list-style-type: none"> <li>1. Now</li> <li>2. 6/12/2015</li> <li>3. 13/12/2015</li> </ol>
James	<ol style="list-style-type: none"> <li>1. Book Stall for O-Week( Done )</li> <li>2. Book venue for executive social</li> <li>3. Read through the allowances and grants conditions ,apply grants and allowance that are beneficial to FINSOC</li> <li>4. Write up Bio</li> </ol>	<ol style="list-style-type: none"> <li>1. Done</li> <li>2. 6/12/2015</li> <li>3. 20/12/2015</li> <li>4. Now</li> </ol>
Gavin	<ol style="list-style-type: none"> <li>1. Put together a website skeleton</li> <li>2. Write up a manual on website maintenance</li> <li>3. Write up an IT department portfolio description ( Things that subcom has to do )</li> <li>4. Write up Bio</li> </ol>	<ol style="list-style-type: none"> <li>1. 27/12/2015</li> <li>2. 17/1/2016</li> <li>3. 17/1/2016</li> </ol>
Sophia	<ol style="list-style-type: none"> <li>1. Write up a marketing manual ( for your subcom)</li> <li>2. Put together a newsletter template</li> <li>3. Mailchimp account set up</li> <li>4. Write up bio</li> </ol>	<ol style="list-style-type: none"> <li>1. 17/1/2016</li> <li>2. 17/1/2016</li> <li>3. 17/1/2016</li> <li>4. now</li> </ol>
Brandon	<ol style="list-style-type: none"> <li>1. Take care of the logo design</li> <li>2. Make banner/flyers for all our next semester event</li> <li>3. Find out where can we make cheap stand and banner</li> <li>4. Write up bio</li> </ol>	<ol style="list-style-type: none"> <li>1. Done</li> <li>2. 17/1/2016</li> <li>3. 13/12/2015</li> <li>4. Now</li> </ol>
Arjun	<ol style="list-style-type: none"> <li>1. Write up sponsorship</li> </ol>	<ol style="list-style-type: none"> <li>1. 20/12/2015</li> </ol>

	<ul style="list-style-type: none"> <li>package</li> <li>2. Write up sponsorship manual for your subcom</li> <li>3. Start lead generations</li> <li>4. Write up bio</li> </ul>	<ul style="list-style-type: none"> <li>2. 17/1/2016</li> <li>3. Now</li> <li>4. Now</li> </ul>
Simran	<ul style="list-style-type: none"> <li>1. Write up sponsorship package</li> <li>2. Start lead generations</li> <li>3. Write up bio</li> </ul>	<ul style="list-style-type: none"> <li>1. 20/12/2015</li> <li>2. Now</li> <li>3. Now</li> </ul>
Lorjan	<ul style="list-style-type: none"> <li>1. Write up event manual</li> <li>2. Write up all wealth management events rundown sheet for next semester</li> <li>3. Plan for all wealth management events next semester with president</li> </ul>	<ul style="list-style-type: none"> <li>1. 17/1/2016</li> <li>2. 14/2/2016</li> <li>3. 24/1/2016</li> </ul>
Jennifer	<ul style="list-style-type: none"> <li>1. Write up all investment banking events rundown sheet for next semester</li> <li>2. Plan for all IB events next semester with president</li> </ul>	<ul style="list-style-type: none"> <li>1. 14/2/2016</li> <li>2. 24/1/2016</li> </ul>