

Subject of the meeting:

Microsoft Teams Training

Date: February 02nd 2020

Start time: 09:30 AM

End time: 10:30 AM

Attendees:

1. Tony Noble – Chair
2. Shafa Aijaz – Secretary
3. Murtuza Khan – Student Representative

Agenda:

- Brief about MS Teams
- Importance of MS Teams as a collaboration and communication tool
- Step by step demonstration of the key features
- Guide on how to create and manage teams and channels and conversations
- Usage of chat and file sharing

Note of the Meeting:

The meeting began with a brief overview of Microsoft Teams, highlighting its purpose and functionality as a collaboration and communication tool. The committee discussed the significance of MS Teams as a central platform for effective collaboration among students, faculty, and staff. A detailed demonstration of the key features of MS Teams was provided to the committee members. The committee members were encouraged to explore different settings and options to customize teams and channels based on their specific requirements. File sharing capabilities within MS Teams were explained, emphasizing the importance of organizing files and documents within relevant channels for easy access and collaboration.

Ms. Shafa Aijaz 

Mr. Murtuza Khan 

Mr. Tony Noble 



Subject of the meeting:

Organizing a debate for BBA first year and selection of topic

Date: February 15th 2022

Start time: 12:10 PM

End time: 1:15 PM

Attendees:

1. Tony Noble – Chair
2. Shafa Aijaz – Secretary
3. Gulnara Tavsultanova – Student Representative

Agenda:

- Confirmation of the venue, time, and resources required for the event.
- Finalize the debate topic.
- Discussion on the debate format (e.g., traditional, parliamentary, or panel-style).
- Establish the rules and guidelines for the debate.
- Discussion on the criteria for evaluating the participants' arguments and performance.
- Assign a responsible person or team for creating the e-certificates.

Note of the Meeting:

The date for the debate was finalized to be on 22nd February 2022. After considering several potential debate topics, it was decided to finalize the topic as "Can Cryptocurrency Truly Replace Cash?" as it offers a compelling and relevant subject for discussion. Rules and guidelines for the debate were established, including time limits for each speaker, the order of speakers, and rules regarding respectful conduct and language during the debate. The evaluation criteria for participants will be based on logical reasoning, persuasive skills, evidence-based arguments, clarity of expression, and effective rebuttals. Mr. Sethu O. will be responsible for creating the e-certificates for the winners.

Ms. Shafa Aijaz



Ms. Gulnara Tavsultanova



Mr. Tony Noble



Subject of the meeting:

Regular Evaluation of LMS, Website and IT Infrastructure

Date: February 04th 2023

Start time: 12:45 PM

End time: 1:25 PM

Attendees:

1. Tony Noble – Chair
2. Shafa Aijaz – Secretary
3. Murtuza Khan and Gulnara Tavsultanova – Student Representatives

Agenda:

- To enhance the UI/UX of the LMS
- Adding events to the website
- Discuss about IT infrastructure and network upgrades at the campus

Note of the Meeting:

In the meeting Members shared their observations and feedback regarding the current state of the LMS. It was agreed to prioritize enhancing the LMS to make it more intuitive, visually appealing, and user-friendly. It was recognized that having an updated events section on the website would benefit students, faculty, and staff. The committee initiated a discussion on the current state of the IT infrastructure and network at the university campus, no upgrades necessary.

Ms. Shafa Aijaz



Mr. Murtuza Khan



Ms. Gulnara Tavsultanova



Mr. Tony Noble

