

# Pakistan Student Association Universitat Duisburg-Essen

## Monthly Meeting:

**Date:** 20 April, 2013.

**Location:** Essen, at Azam bhai's Home.

**In Attendance:** All the cabinet members were present in meeting.

### **Agenda 1: Review of PSA Google Group.**

**Background:** In past few weeks some mishaps were happened due to which many confusions arose in Google group.

An overview about Google groups moderations was given by the President PSA the following methodology is proposed to prevent such incidents in future.

1. Two new Google groups will be made. One group will be a general group and the second will be dedicated purely to the Elite members.
2. There will be a general email address for both the groups, So that no one could claim the ownership of the group and it could be easily handover to the next elected cabinet every year.
3. The moderation rights will belong to all 5 cabinet members.
4. The former cabinet members will be invited to serve as advisors PSA, and they will also be placed in elite members Google group.
5. PSA Google group will not allow any post and emails comprised of politics, religious matters and personal data (such as videos, pics and other stuff) which are not related to PSA in any mean.
6. PSA website will still be moderated by Sardar bhai.

**Action:** Azam Bhai took the responsibility to make these Google groups.

### **Agenda 2: Review of PSA registration.**

**Background:** PSA registration in university of Duisburg-Essen has been an important issue since its beginning, an appreciable work had been done in past and this is in continuation with those efforts.

Treasurer PSA briefly described the current problems related to registration, following points were discussed.

1. The PSA constitution which is currently in English, is to be translated in Deutsch, which is the 1<sup>st</sup> step of the registration process later on PSA strategy will be developed as per situation after submission of Constitution in University.
2. Adeel will send the procedure of registration to all the cabinet members so that they will also be aware of the requirements for PSA registration.

**Action:** Adeel is working on it, and he took the responsibility to get the constitution translated in Deutsch.

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## **Agenda 3: Review of New Arrivals guidance and settlement.**

**Background:** it has been noticed that many of the new arrivals don't take active part in PSA once they arrived with the PSA channel, it has also been noticed that apart from contacting PSA they also use their personal references, and don't update PSA about it, which at last creates some major misunderstandings.

Cabinet discussed about this issue, some examples were kept into account, and decided the following actions.

1. All the new arrivals will be directed to update PSA, if they have arranged any settlement for themselves (eg. receiving from airport, accommodation etc)
2. PSA will emphasize the new arrivals which come through PSA channel, to serve the next incoming arrivals.
3. It's proposed that an entry sheet will be made to do entry of the new arrivals just for the sake of PSA acknowledgement.
4. Muhammad Furqan Saleem will inform all the cabinet members about new arrivals.

**Action:** All cabinet members will make efforts for its implementation.

## **Agenda 3: Review of PSA events.**

Following decisions were taken regarding sports event.

1. A polling about which sport should be organized will be done on facebook.

**Action:** Abid bhai will conduct polling

**Next Meeting:** Next meeting will be held at Furqan's Place on 18<sup>th</sup> May, 2013. The exact time will be decide soon.