

Minutes of MSA Executives Meeting

Saturday 03th Oct 2022, 7.00 PM -8.30 PM AEST

Location: In-Person at ANU Musalla

Meeting Chair: Zain UI Abideen

Minutes prepared by: Jawwad Ahmed

Agenda of the Meeting

1. Sister Event (Tea and Snacks).
2. Lecture Seerah event by Imam Konda.
3. Change of Musalla location.
4. Calling for General Meeting.
5. Website development.

Attendees:

NAME	INITIALS	UNI-ID	POSITION
Zain UI Abideen	ZUA	U5542030	President
Jawwad Ahmed	JA	U7152578	Secretary
Ahmed Zaheer Rabbani	AZ	U7162910	Social Media Coordinator
Jahan Barkhadle	JB	U7295254	Vice President

Meeting opened at 7.00 pm AEST

1. Sister Event (Tea and Snacks):
 - Organise it on 8th Oct 2022
 - Tea + Food (to be decided).
 - Coordinated by Sister Jahan.
 - Zaheer will work on Poster and google form.
2. Lecture Seerah event by Imam Konda:
 - Will be Organised on 13th Oct 2022.
 - Seerah Lecture on thursday after maghrib.
 - Zaheer has to make poster and google form.
 - In google form ask people to give questions.
 - What food to keep will be decided after number of google form entries.

3. Change of Musallah:

- Make a poster to inform people.
- Poster to show the new location of musallah.

4. General Meeting:

- Constitution update is happening to call for meeting on 19th nov 2022 11am-12pm.
- Provide food.
- General intro of the committee.
- Zaheer make a google form for this.

5. Website Development:

- Finish in the period of Mid Nov to Mid Dec.
- Team includes Jawwad, Zaheer, Jahan, Nur and Aziz plus more if required.

Meeting Finished at 8:30 PM

Next meeting inshallah on 2nd Nov 2022.