



華英中學  
Wa Ying College

**General Assembly**  
**Meeting Minute for the 1<sup>st</sup> Sub-committee Meeting**

Date: 01 November 2021

Time: 13:22 – 13:47

Venue: Self-study Room

	Name	Position
Present:		
	Kwong Lai Tung	Chairperson
	Ho Natalie	Secretary
	Lau Long Sze	Sub-committee
	Tsoi Kai Hei	Sub-committee
	Ng Yan Tung	Sub-committee
	Chan Uen Tung	Sub-committee
	Leung Ka Shing John	Sub-committee
	Mak Long To Chris	Sub-committee
	Lai Cheuk Lam	Sub-committee
	Lam Chi Ching	Sub-committee
	Chau Ka Lam	Sub-committee
	Poon Tsz Hei	Sub-committee
Absent with apology:		
	Lau Lai Wa	Sub-committee
	Ma Yuet Ching	Sub-committee

1 Opening Exercise

1.1 Meeting Call to Order

Chairperson Kwong Lai Tung called the meeting to order at 13:22.

1.2 Introduction of Annual Plan

Chairperson Kwong Lai Tung announced that the Joint Clubs and Societies Conference will be held in November 2021.

## 2 Matters for Discussion

### 2.1 Designs

#### 2.1.1 Platform for Collecting Opinions

Chairperson Kwong Lai Tung suggested that students may express their opinions through Google Form and showed us the draft he had made.

Leung Ka Shing John, sub-committee member of External Team, pointed out that the email address of student would be collected automatically when they fill in the Google Form.

Chairperson Kwong Lai Tung suggested that Chinese full name and class would be collected in the Google Form. The suggestion was put to a vote. All the present sub-committee members agreed the suggestion.

Ng Yan Tung, sub-committee member of Internal Team, suggested that collection of phone number would not be compulsory concerning students' privacy. Poon Tsz Hei, sub-committee member of Promotion Team, suggested that a question would be set, asking the student's preference of contact method, email or through WhatsApp. Ng Yan Tung, sub-committee member of Internal Team, suggested that description would be added under the question collecting phone number, stated that this collection would only be used for contacting the student for further follow-up action, sub-committees would contact the student via email if phone number were not provided, and a reminder of checking email would be added in the Google Form.

### 2.2 Division of Labour

#### 2.2.1 Joint Clubs and Societies Conference

Ng Yan Tung, sub-committee member of Internal Team, suggested that Google Form would be better than one-on-one discussion between chairpersons of different clubs and societies and sub-committee members of General Assembly regarding collection of opinions. The suggestion was put to a vote. All the present sub-committee members agreed the suggestion. Lau Long Sze, Team Leader of Internal Team, would be responsible for setting this Google Form.

#### 2.2.2 Collecting Opinions

Mak Long To Chris, sub-committee member of External Team, suggested that division of labour would be decided within the team after Chairperson or Secretary inform them what to do next.

#### 2.2.3 Student Council

With the strong will to have lunch expressed by all present members, details would be discussed later.

#### 2.2.4 Designing Publicity Materials

Poon Tsz Hei, Team Leader of Promotion Team, would be responsible for designs of materials which are not on the schedule, while the remaining three sub-committee members, Lau Cheuk Lam, Lam Chi Ching and Chau Ka Lam, would be responsible for materials that are scheduled, for example the promotion of Joint Clubs and Societies Conference, etc.

This division of labour may vary from time to time. Details would be discussed later in Signal group.

#### 2.3 Questionnaire

Details of setting questionnaires would be discussed later.

#### 3 Date, Time and Place of Next Meeting

The date, time and place of next meeting would be discussed later.

#### 4 A.O.B.

N/A

#### 5 Adjournment

Chairperson Kwong Lai Tung announced that the meeting was adjourned on 01 November 2021 at 13:47.

Natalie Ho

Secretary of General Assembly

01 November 2021