AGENDA / MEETING MINUTES

Annual General Meeting
Curtin Consulting Group

23rd October 2025 / 106B- Club HQ / 2-4pm / Meeting Link

The purpose of the AMG is to:
- Confirm a casual vacancy in membership for the **President, Vice President, Treasurer** and **Secretary** committee role. The current officer was elected by the committee to fill the vacancy and will continue to hold office until the meeting where the appointment will be subject to confirmation by the members in accordance with item 9.6. of the club constitution.
- Fill the vacant roles in the club's committee via an election.
- Provide a report on the year to the club's members. This will be prepared by the outgoing office bearers and reported within this meeting for:
  - members in the meeting and,
  - within the minutes which will be accessible to all members post-meeting.
- Other business as per member agenda item submissions if time allows.
  - Changes in current role descriptions for Project Director and Project Manager and an additional role of Head of Projects.

The meeting will run in accordance with the below agenda:

1. **Attendance**

Attendee to complete			Minute taker to complete	
Full Name	**Signature** initials	**Curtin Student** Y/N If yes, please provide Student ID number	**Current Club Member** Y/N	**Eligible to vote** Y/N
Yoninah Santos	YS	22213181	y	y
Mahek Pradhan	M	22454485	Y	Y
Gull Ahmadzada	GA	21498372	y	y
Melissa Gomesz	MG	21803361	y	y
Parnoor dhillon	PD	22329431	Y	Y
Danai Muzembe	DM	21953499	Y	Y
Deon Nweke	DN	20567145	Y	Y
Benedict Sutjiatmadja	BS	21925935	Y	Y
Laurence Esquivel	LE	21817388	Y	Y
Aamuktha MB	AMB	21413883	Y	Y
Sanam Karimi	SK	23491690	Y	Y
Christoper John Shearn	CS	21550104	Y	Y
Kushani Mandadige	KM	21269109	Y	Y
Rizul Rizul	R	22259813	Y	Y
Leanne B Raj	LBR	21492439	Y	Y
Syed Muhammad Ammar Ahmed	SMAA	22155607	Y	Y
Stephie Montinola	SM	22614263	Y	Y
Mohammad Musharaf Shaikh	MS	21986110	Y	Y
Online Attendees				
Finn Cappelletti	FC	21958643	Y	Y

2. **Open Meeting**
   Syed Muhammad Ammar Ahmed (22155607) will be acting as the Chair for today's AGM.

3. **Disclosure of any potential or perceived conflicts of interest** *(hold positions in any other clubs)*
   Names Other Clubs
   - Kushani- Curtin Marketing Association President, Curtin Podcast Society Podcast Manager, Women in Business General Committee Member
   - Benedict- Curtin Marketing Association Vice-President
   - Sanam- Curtin Podcast Society Marketing Officer
   - Deon- Curtin Podcast Society Events Officer
   - Laurence Curtin Filo Society Treasurer
   - Parnoor- Curtin Finance Society Events Officer

4. **Minutes of the previous General Meeting**
   The minutes of the last general meeting minutes have been presented to members for acceptance.

5. **Reminder of the Guild's Policy**
   In order to remain a club at Curtin, the club is bound by the Curtin Student Guild's Club Governance policy documents:

   5.1. Club Constitution
        5.1.1. The club understands and agrees to follow the Guild's Default Club Constitution.
   5.2. Clubs Charter
   5.3. The Safe Spaces Agreement

6. **Reports from the outgoing committee**
   6.1. Secretary - 231 Members
   6.2. Treasurer - Link to Finances
   6.3. CCG 2025 Update Slide deck
   6.4. Ballots

7. **Election of Vacant Committee Roles**
   The following person/s have been nominated for the following roles:

   President
   - Chritopher Shearn

   *Outcome: Everyone unanimously agreed **Christopher Shearn** to be elected as Curtin Consulting Group's President for 2025-26.*

   Vice President
   - Gull Ahmadzada

   *Outcome: Everyone unanimously agreed **Gull Afroz Ahmadzada** to be elected as Curtin Consulting Group's Vice President for 2025-26.*

   Treasurer
   - Deon Nweke
   - Renee Xu

Renne (Absent):

Why do you want to join CCG? *

Interested in expanding my experience generally

What improvements are you going to make for CCG? *

Not sure about any improvements but I can try to maintain a decent status quo

Which events have you attended? If any? *

Panel night

Outcome: Based on Majority Voting Deon Nweke to be elected as Curtin Consulting Group's Treasurer for 2025-26.

Secretary
- Parnoor Dhillion
- Pearl Sosome
- Laurence Esquivel

Pearl (Absent):

Why do you want to join CCG? *

I'm already a member of CCG.

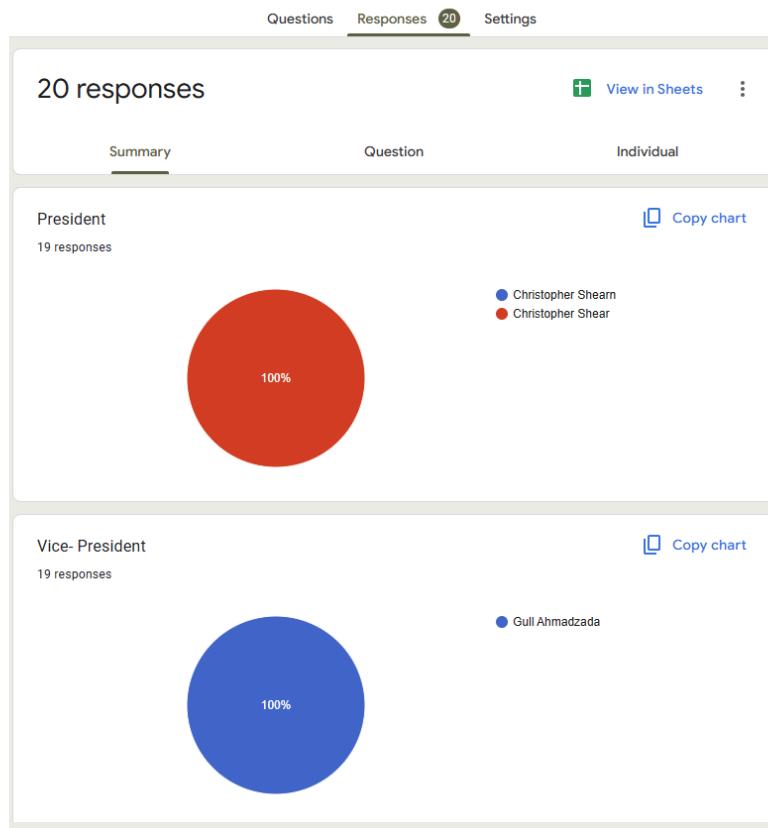What improvements are you going to make for CCG? *

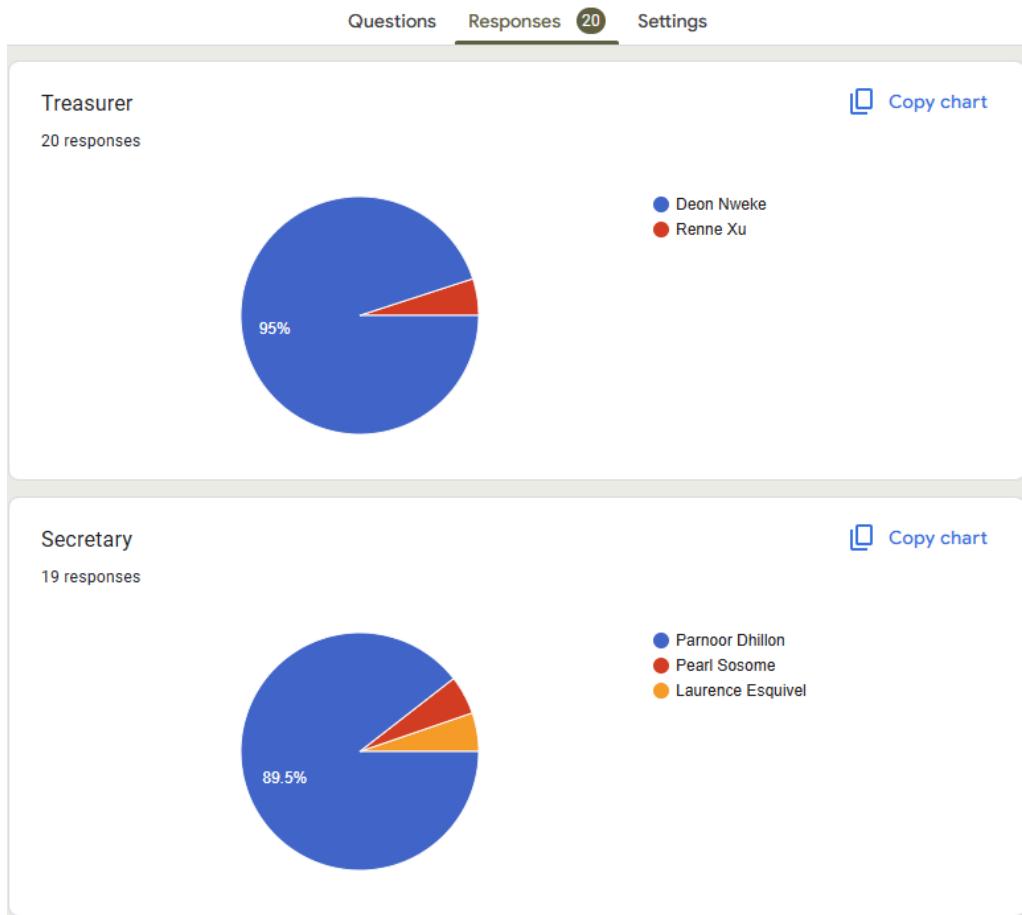I will only know what improvements to make once I'm in the committee and have identified any issues.

Which events have you attended? If any? *

All events hosted in Semester 2 2025

*Outcome: Based on Majority Voting **Parnoor Dhillon** to be elected as Curtin Consulting Group's Secretary for 2025-26.*

Proof of Outcome:

Treasurer

20 responses

- Deon Nweke
- Renne Xu

95%

Secretary

19 responses

- Parnoor Dhillon
- Pearl Sosome
- Laurence Esquivel

89.5%

8. Change of Club Bank Account Signatories

The following people have been elected as office bearers **(Christopher Shearn & Deon Nweke)** and **will be replacing the existing bank signatories (Syed Muhammad Ammar Ahmed)**:

Full Name	Committee Role	Curtin Student If yes, please provide Student ID number	Signature initials
Christopher Shearn	President	21550104	CS
Deon Nweke	Vice-President	20567145	DN

9. Other business nominated as per member submissions:

Motion proposed	Item:	Votes
Renewed Description of Roles and Responsibilities of Project Director and Project Managers	Project Director Commitment: ~8 hours per week Strategic Oversight and Leadership	**For: All Against: None Outcome: Passes Unanimously**

- Act as the strategic lead for one assigned project, working closely with the Head of Projects and Project Manager to ensure alignment with the club's mission and client expectations.

- Lead the development of the project's overall strategy and direction, ensuring all deliverables contribute toward achieving final outcomes for both the client and Pitch Night.

Client and Stakeholder Liaison

- Serve as the primary contact for the client on strategic and progress-related matters.

- Conduct regular check-ins with the client, industry mentor, Head of Projects, and President to discuss deliverables, milestones, and overall project strategy.

- Represent the project team in high-level discussions, summarising achievements, challenges, and key next steps.

Collaboration and Mentorship

- Guide and mentor the Project Manager in administrative execution, team communication, and stakeholder updates.

- Provide strategic feedback and ensure deliverables meet professional and client standards.

- Collaborate with the Project Manager and consultants to refine outputs and prepare high-quality materials for Pitch Night.

Monitoring and Goal Tracking

- Track project updates and ensure the team remains on schedule to meet all deliverables and client expectations.

- Monitor risks and recommend mitigation strategies to maintain progress toward successful outcomes.

- Provide regular strategic summaries and project health reports to the Head of Projects.

Documentation and Presentation Support

- Contribute to slide drafting and quality assurance for client meetings, mentor check-ins, and Pitch Night presentations.

- Ensure project documentation accurately reflects progress and strategic direction.

Succession and Handover

- Mentor potential successors and ensure a seamless transition through clear handover documentation and guidance.

Project Manager (Final Revision)

Commitment: ~8 hours per week

Administrative Coordination

- Support the Project Director by managing administrative and operational tasks, including:

    - Setting up meetings with clients, mentors, Head of Projects, and internal teams.

    - Recording and circulating meeting minutes and tracking action items.

    - Managing attendance, timelines, and deliverable documentation.

Communication and Liaison

- Assist the Project Director in maintaining regular communication with the client and industry mentor for operational updates.

- Provide weekly progress updates to the Head of Projects and President.

- Ensure all stakeholders are informed of key milestones, risks, and deliverables.

Interpersonal and Team Relationships

- Foster strong, respectful relationships within the project team to promote collaboration, motivation, and accountability.

- Support an inclusive and communicative team environment where all consultants feel engaged and valued.

- Mediate minor team issues and escalate where necessary to maintain cohesion and productivity.

Documentation and Reporting

- Maintain comprehensive records of project progress, feedback, and meeting notes.

- Collaborate with the Project Director on slide decks for client updates, rehearsals, and Pitch Night presentations.

- Ensure reports and presentations are professional, accurate, and

	aligned with client standards. Team Coordination • Schedule internal meetings, manage shared calendars, and ensure consultants are aligned on weekly priorities. • Follow up on assigned tasks to ensure timely completion and delivery. Support and Quality Control • Provide administrative support for deliverable reviews and client updates. • Ensure all project materials meet quality standards and reflect the club's professional image. Succession and Development • Keep organised documentation for future handover and provide guidance to upcoming Project Managers.	
Addition of Head of Projects as a new role in the Club Structure	Head of Projects Commitment: ~8 hours per week Project Acquisition and Planning • Source and secure projects for each semester and the academic year, ensuring they align with the club's mission, learning objectives, and stakeholder interests. • Liaise with external organisations, not-for-profits, and industry partners to identify opportunities suitable for student consulting projects. • Draft project proposals outlining objectives, scope, timelines, and expected deliverables for approval by the Executive Committee and client. Oversight and Coordination • Oversee all ongoing projects across the semester, maintaining a clear overview of progress, deliverables, and potential risks. • Ensure each project is properly resourced and supported with a Project Director and Project Manager in place. • Monitor team performance and provide guidance where additional support or redirection is required.	**For:** All **Against:** None **Outcome: Passes Unanimously**

Communication and Collaboration

- Act as the primary point of contact for Project Directors and Project Managers, maintaining regular communication during common work times.

- Conduct periodic check-ins with each project team to ensure alignment, timely progress, and professional delivery.

- Facilitate open collaboration across project teams to share learnings and best practices.

Client and Stakeholder Management

- Manage professional communication with clients and industry mentors, ensuring expectations are met and feedback loops are maintained.

- Send official client invitations for Pitch Night and maintain client engagement throughout the semester.

- Attend client meetings as needed to ensure professional representation and strategic consistency.

Pitch Night and Quality Assurance

- Attend and provide constructive feedback during Dummy Pitch Night sessions, helping teams refine their presentation flow, storytelling, and professionalism.

- Ensure all projects are ready for final delivery and Pitch Night presentation, maintaining high standards of quality and consistency across teams.

Reporting and Evaluation

- Prepare end-of-semester reports summarising project outcomes, client feedback, and lessons learned.

- Support continuous improvement by identifying gaps in project processes and proposing refinements for future semesters.

Succession and Mentorship

- Mentor incoming Project Directors and Managers, ensuring they are confident in their roles and understand project expectations.

- Maintain documentation and templates to support smooth handover and continuity of operations.

Note: Add these roles to the current team roles and responsibilities for CCG.

10. Close Meeting

The meeting closed at 3:40 pm.