



- **Website Repositories:** The need for justification prompted me to take backups of our website repositories to ensure that we could restore them in case of any data loss or corruption. I also renewed the repositories to ensure that they were up-to-date and functioning properly. Additionally, I updated the members and links on the website to provide a more organized and accessible platform for our users.
- **February Meeting:** In preparation for our February meeting, I created a poster to promote the event and provide relevant information to attendees. We also updated our website, Facebook, and Twitter pages with the latest details on the meeting, including the date, time, location, and agenda.
- **Hardship Funding:** We received numerous emails from applicants for our hardship funding program and collected their documents for review. We then created a poster to promote the program and updated our website, Facebook, and Twitter pages to provide all the relevant information for applicants. This included the eligibility criteria, application process, and deadlines.
- **Annual General Meeting:** To prepare for our annual general meeting, I sent an email to all members with the necessary details and updates on the event. I also created a poster to promote the meeting and updated our website, Facebook, and Twitter pages with all the relevant information, including the date, time, location, and agenda.
- **Ongoing Progress:** I am currently working on improving the functionality and accessibility of our website and LinkedIn page. This includes updating the content, improving the user interface, and adding new features to enhance the user experience. I will continue to monitor the progress and make necessary changes to ensure that our website and LinkedIn page meet the needs of our members and followers.