

**THE UNIVERSITY OF HONG KONG**  
**HALL EDUCATION DEVELOPMENT OFFICE**  
**MANAGEMENT COMMITTEE**  
**(“THE COMMITTEE”)**

MINUTES of 4<sup>TH</sup> MEETING

Date: 29 June 2011 (Wednesday)  
Time: 9:30 p.m.  
Venue: UG306, Simon K. Y. Lee Hall

Present: Dr. Robert Chung (Chairman of the Committee and Budget  
Holder of the HED Project)  
Dr. Lee Pui Tak  
Mr. Neith Hu  
Mr. Patrick Tang  
Mr. Kuk Chun Man  
Mr. Samuel Shek  
Mr. Andy Yip

In-attendance: Mr. Chau Sze Chit

Secretary: Mr. Anders Wong (The HEDO Manager)

Apology: Dr. K. C. Cheung  
Mr. Steve Lee  
Mr. Theo Chan  
Miss Mimi Lee  
Mr. Dazza Hui

1. Minutes of Last Meeting

The Committee **RECEIVED** and **ADOPTED** the minutes of the last meeting held on 5 April 2011.

2. Matters Arising from Last Meeting

The Committee **NOTED**:

- a. The written reports of the four open forums held on 8 April 2011, 12 April 2011, 14 April 2011 and 15 April 2011;
- b. That no progress has been made by the Student Projects Sub-committee yet.

3. Report from HEDO

The Committee **NOTED**:

- a. That HEDO has helped Joint Hall Development Committee in a survey of reviewing inter-hall sports competition;
- b. The plan to publicize the HED Project with the following comments:
  - The pamphlet should not be given to freshmen on the University Registration Day;
  - Language polishing should be done on all documents before publishing them online.

The Committee **AGREED** that:

- c. HEDO may proceed with any request from the Committee which is approved by Prof. Ben Young as the budget holder, and which receives no objection from any other Committee members within 2 weeks after it is circulated to all Committee members via emails.

The Committee **RECEIVED** and **ADOPTED**:

- d. The proposal of Hall Education Course One;
- e. The proposal of Hall Education Course Two.

Confirmed by,

Dr. Robert Chung  
Chairman

13 July 2011