Activities of Equal Opportunity Center
from (1-31 January 2014)
Done by Prof. Dr. Jehan Ragab
(Manger & Project Coordinator)

1- Putting a future plane for 2014 including:
   A) Designing for establishment a web site for the project.
   B) Writing a handbook about the activities which done inside SVU related to the project.

2- Making a meeting with the president of SVU (Prof. Dr. Abbas Mansour) and the staff members of IT unit for getting the agreement for establishing a web site for Equal Opportunity Center.

3- Making a meeting with IT members for preparing the design for home page of web site.

4- Collecting all data related to the project and collecting all activities and photos from the beginning of the project up till January 2014 & establishing and ensuring structural communication between Equal Opportunity Center and other units on faculty/ university level including website for the Equal Opportunity Center.

5- Making an update to all items on website every week and adding every new activity.

6- Collecting the data which needed for writing the Handbook and writing it on file then sent to the Project coordinator Prof. Dr. Barbara Sandow to read it and all notes were done before uploading it on wiki.

7- The final copy was uploaded on wiki.

N.B. The total number of hours from activities which done inside & outside Equal Opportunity Center during the period from 1-31 January 2014 are 64 hours.

31/1/2014

Project Manager & Coordinator of SVU

Prof. Dr. Jehan Ragab Daoud
Vice Dean of Faculty of Veterinary Medicine
for Social Services and Environmental Affairs