**ENGL 301 Formal Report Interview Questions**

*by Jie Su*

My name is Jie Su, a student at the University of British Columbia and a resident in Monet Community. I am now working on a project required in a technical writing course. The purpose of this formal report is to provide solid solutions to increase the owners’ participation of the General Annual Meeting in Monet community, aiming to build a healthy and effective community management environment as the long term goal. The final formal report will be submitted to the Strata Manager and all members of the Council Committee of Monet community. The data collected in this survey is mainly to acquire validation and feasibility verification for the proposal. You will not be asked any personal questions during the interview process, and your responses are voluntary and anonymous. The interview has a total of 9 questions, which takes up about 10 minutes of your time. Thank you very much for your participation to this interview and for your contribution to Monet Community.

1. What is the total number of the attendants of last year’s General Annual Meeting?
2. Based on the inner materials, I found that the participants is presenting a downward trend, what do you think are the main causes?
3. What is the normal time slot to held the General Annual Meeting?
4. What concerns you may have if shifting the on-site General Annual Meeting to be online/virtual?
5. Is it technically possible to make a e-poster onto the owner web portal in prior to the General Annual Meeting?
6. Is it possible to send a e-mail notification of the Annual General Meeting to all the owners?
7. Does the strata budget allow to make more posters?
8. Is the Monet Concierge able to send the notice in person?
9. Do you have any suggestions to increase the owner participation of the General Annual Meeting?