

# MINUTES OF MEETING

**Meeting Date:** 1<sup>st</sup> January, 2025

**Meeting Location:** Room 112

**Meeting Time:** 9:15 a.m.

**Meeting Agenda:** Sports Event Planning

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**Attendees:** FE-BE Computer Students

**Budget:** Rs.10,000

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**Brief Description:** The meeting was conducted to plan and finalize arrangements for the upcoming **Khirdangan Sports Event** scheduled on **10 January 2026**. The discussions primarily focused on confirming the event venue, assigning committee responsibilities, approving the detailed budget allocation, and scheduling the next meeting to review progress and ensure smooth execution of the event.

## **Summary of the discussion:**

No.	Action Item
1)	<b>Balkrishna and Kedar</b> – Finalize vendor bookings for sports equipment, ground setup, sound systems, and logistics (tents, seating, water stations).
2)	<b>Kshitij</b> – Coordinate refreshments and meals for athletes, faculty, students, and volunteers.
3)	<b>Aditya and Arin</b> – Arrange sports kits, walkie-talkies, scoreboards, and other event communication equipment.
4)	<b>Sakshi</b> – Prepare felicitation materials, including certificates, medals, and trophies.
5)	<b>Kavya</b> – Design and finalize venue decorations, flag arrangements, and team banners.
6)	<b>Parth</b> – Monitor and track budget expenses for all sports and logistical requirements.
7)	<b>Omkar and Atharva</b> – Oversee discipline and coordination during events; manage athlete entry, audience movement, and security.
8)	<b>Gauri and Manomay</b> – Handle all technical arrangements, including timing systems, score displays, and announcements.
9)	<b>Gayatri</b> – Manage media coverage, including photography, videography, live updates, and social media highlights.
10)	<b>Shravani</b> – Manage hospitality for guests, coaches, and dignitaries, ensuring smooth reception and comfort.

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**Meeting Conclusion:** The meeting successfully finalized the **event date, venue, budget, and committee roles** for the **Khirdangan Sports Event**. A detailed expense plan was approved, and specific responsibilities were assigned to ensure smooth organization and execution. All committee members are expected to begin their respective tasks promptly to ensure timely and efficient preparation for the event.

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**Next Meeting:** 5<sup>th</sup> January, 2025

**Prepared By:** Mr. Aditya Andhalkar

**Approved By:** Ms. Anjali Preman