



TECHNICAL AFFAIRS

MEETING MINUTES

LOCATION: Online

DATE: 16/05/2024

ATTENDEES: Club lead – AUV, IEEE, SAE, Mars, TAD, Robotics, EPIC, Optica

TIME: 12:30 PM

AGENDA

- I. Agenda and Competitions of Club in a Calendar
- II. Accounts of previous financial year
- III. Budget of new financial year
- IV. Social Media Collaboration
- V. Rooms
- VI.

POINTS

TASKS	DEADLINE	STATUS
Previous Year bills settlement& stock entry	20/05/2024	In progress
New Budget Proposal for the Clubs	25/05/2024	In progress
Agenda and Competitions List	30/05/2024	In progress
Social Media Collaboration with Technical Affairs		Accepted, no objections
List of Social Media Handles (Instagram, LinkedIn and others)	18/05/2024	In progress
Request for Rooms & Repair in PEMS rooms	30/05/2024	In progress

NOTES:

1. Previous years bills => as soon as possible
2. Agenda and Competitions: list of competitions you are participating in the upcoming year, competitions where you are sending any contingencies, a prior plan would be better for us
3. Budget
4. Social Media Collaborations proposal => after discussions with PIC-technical, to get more student outreach
 - a. Proposal: Invite technical affairs page as collaborator for posts – no objections raised by club leads
5. List of social handles the clubs are handling
6. Rooms:=> issues
 - a. Permanent rooms can't be allocated, unless we get approval
 - b. If room is required, please request tech affairs team, we will look into it
7. One-on-one meetings with all clubs with club cores and leads, to explain the student events which the club is planning to host,
8. **All important decisions regarding technical clubs will be done during the technical clubs meetings hereafter, the decisions being made in the meeting would be final, we might not be able to accommodate any objections / opinions later, hence please attend the meeting without fail.**

Queries:

9. AUV: technical open house to showcase their prototypes, to more external people, during Vashisht ->will be discussed
10. Format of budget -> will be shared
11. Reimbursements >25k for consumables not being processed.
 - a. Reimbursement for a single item/component (consumables/non-consumables) >25k, will go through Local Purchase Committee. However, if the bill is greater than 25k, and price of every item is less than 25k, it won't be an issue