# Call A Meeting: Class Activity (TBW).

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Section C

17K-3730.

Dear committee members,

I hope you all are doing well. As you all know that PROCOM is legacy event of FAST NUCES and it's an honor for us that we are responsible for organizing the 20th iteration of this mega event, which is a big responsibility and needs proper planning and management.

Inducting a great team will lead to a great event. Before conducting the inductions and announcing the count of required members in each team, there is a need to have a meeting so that we can make sure that everyone of us is on the same page and what our next steps will be in order to make our induction process free of typical glitches.

Since, less than 45 days are left, in this event to happen, so I look forward to have a meeting with you in this week if possible. In that meeting, we hope to discuss the following points:

* Total no. of teams and define their responsibilities.
* Decide the no of executives in each team.
* Number of required members for each team.
* Number of induction rounds.
* When to announce the shortlisted/finalized teams.
* When to have a meeting with extended ex-com.

You can feel free to contact me, on my number or email, for any inquiries/suggestions. Here’s a link to my scheduler where you can confirm the time and day of your convenience so that we can sync up in a slot when most of us are available: [Scheduler Link]

Looking forward to meeting you all. Thank You!