MoM

Date : 02 /11/2025

Time : 07:00 p .m.

Anik Tiwary	Sahina	Gururaj H
Tejas Mutalik	Disha Shetty	kirthi J C
Abhay Pratap Singh	Pavan Hosatti	Rishita Bisht

Agenda

General Discussion:

Meeting Start Time 11:30 a.m.

▪ **Updates and Suggestions:**

- 11:45 a.m.: Update GitHub with MLSA CIT Chapter details.

- Proposal: To work on the website and official communication through MLSA CIT chapter email.

▪ **Work Division (11:50 a.m.):**

- Rishita – Draft and circulate the Minutes of Meeting.

- Pavan – Develop the Website Registration Form.

- Disha – Send post event Emails with certificates

- Gururaj – Set up Birthday Email Automation.

- Kirthi – Manage and send Event Reminder Emails.

- Abhay – Update and refine website content.

Action Taken:

1. **Website and Communication Setup:** Initial planning for the club website was discussed, including registration form structure and upcoming content updates.
2. **Email Coordination:** Tasks were assigned for managing official communications and event reminders to improve outreach and engagement.
3. **Collaboration Focus:** Members agreed to coordinate daily to ensure rapid progress on assigned responsibilities, maintaining consistent updates through GitHub and internal communication channels.
4. **Workshop Preparation:** Discussed initial requirements and support needed for the upcoming workshop by Sreejith.