**PANEL DISCUSSION / AUDITORIUM / 11:00 TO 11:45**

**TO DO:**

**1) GUEST:**

**CALLING GUEST TO TELL ROUTE AND REACH BY 10:45**

**REFRESHMENTS FOR THE GUEST**

**VISITOR BOOK**

**PHOTO – UPLOAD IN DRIVE**

**STAFF – SUREKHA**

**STUDENTS – BHARGAVI, SWEETLIN, YUVANAVEENA**

**GET – GUEST DETAILS , VISITOR BOOK, REFRESHMENTS FROM MAM**

**2) STAGE**

**3 CHAIRS**

**3 PLUCKCARDS**

**3 NOTEPAD AND PEN**

**MOMENTO, TRAY**

**WATERBOTTLES**

**STAFF – ANGAI**

**STUDENTS – ANGITHAA, MADHUMITHA K, HARSHINI**

**GET EVERYTHING FROM PADMAVATHI MAM ON FRIDAY**

**3) EMCEE AND SOCIAL MEDIA**

**EMCEE BCA MEMBERS**

**RAMYA – SOCIAL MEDIA CONTENT DETAILS ON FRIDAY, COORDINATE WITH EMCEE**

**STAFF – ANUSHA**

**PHOTOS WITH CAPTION TO BE CONFIRMED WITH ANUSHA MAM**

**4) WELCOME AND MOMENTO BY SUNITHA MAM - MEET MAM AND CONFIRM ON FRIDAY**

**5) INTRODUCE MODERATOR – MUTHULAKSHMI MAM – MEET HER FRIDAY**

**6) INTRODUCE PANEL MEMBERS BY PRIYA IYER MAM- MEET HER**

**7) VOTE OF THANKS BY ANUSHA MAM – MEET HER TOM**

**BY ME:**

**WELCOME ADDRESS AND VOTE OF THANKS FOR GAVOURY MAM**

**GET DETAILS FROM PADMA MAM**