

## **Project completion meeting IEEE GISLA 2020**

Dear Advisor,

I take this opportunity to invite you to participate in the project completion meeting to be held on 21<sup>st</sup> June 2020. The project completion meeting will gather all the team leads of the project. The meeting will be held via Google meet from 4.00 p.m.

Joining info: <https://meet.google.com/omy-cmij-vmt?hs=122&authuser=3>

The agenda is as follows,

1. Welcome speech - Project Vice chairman
2. Brief Introduction about the project – Project chairman
3. Team leads presents their contribution
  - I. Secretary team lead
  - II. Promotional team lead
  - III. Publicity team lead
  - IV. Coordination Team lead
  - V. Program team lead
  - VI. Financial team lead
4. Project chairman present an overview of the project.
5. End of the meeting.