

AIMS - Meeting Summary

Summary:

Meeting agenda finalized tech fest, name, theme and date, plan event categories and responsibilities, discuss budget and sponsorship, plan publicity and logistics, set next meeting date. They both are agreed to guide us during the Akaton and workshop. We will need sponsors for any additional amount. The workshop will need another 5,000 for materials and certificates. I will send them the event proposal by tomorrow. Once we finalize this process, I will start with poster designs and Instagram proposals. I will ask the design club to help with the graphics and videos. Also, we will need a banner for the college gate and few standings for the auditorium. Agreed.

Key Topics:

meeting agenda finalized tech fest name theme, college technical first techno over 2025, keep physical printing within 2000, techno over 2025 planning meeting, logistics set next meeting date, one post per day

Decisions:

Meeting agenda finalized tech fest, name, theme and date, plan event categories and responsibilities, discuss budget and sponsorship, plan publicity and logistics, set next meeting date. They both are agreed to guide us during the Akaton and workshop. Agreed.

Action Items:

Task 1: We will need sponsors for any additional amount. | Person: None | Due: None
Task 2: The workshop will need another 5,000 for materials and certificates. | Person: None | Due: None
Task 3: I will send them the event proposal by tomorrow. | Person: None | Due: None
Task 4: Once we finalize this process, I will start with poster designs and Instagram proposals. | Person: None | Due: None
Task 5: I will ask the design club to help with the graphics and videos. | Person: None | Due: None
Task 6: Also, we will need a banner for the college gate and few standings for the auditorium. | Person: None | Due: None
Task 7: Also, Nikita, I will share the event schedule once it's ready. | Person: None | Due: None
Task 8: So, I will submit the form today. | Person: None | Due: None
Task 9: I will also start preparing the budget sheet to be given to the expenses and the expected income from the sponsors. | Person: None | Due: None
Task 10: And I will finalize the event rolls and judges list by this weekend. | Person: None | Due: None
Task 11: I will make sure registration forms go live by Monday. | Person: None | Due: None
Task 12: Before we wrap up our next meeting, we will be on Friday 4 p.m. | Person: None | Due: None