**Vivekanand Education Society’s Institute of Technology  
  
Subject: Professional Communication and Ethics - 2  
Semester V**

****

**Since 1962**

**Assignment 3**

**Department:** Artificial Intelligence & Data Science.

**Class & Div:** D11AD

**Subject Teacher:** Dr. Geeta Ajit

| Name of the Student: Yash Sarang | Roll No: 47 |
| --- | --- |
| Title: Meeting and Documentation | Assignment no.: 31 |
| Date of Submission: 17/10/22 |  |
| Signature: Dr. Geeta Ajit | GRADE: |

**HUMAN TEAM FOUNDATION**

**Chembur, Mumbai - 400074**

**26th July 2022**

**Notice**

Notice is hereby given that the first meeting of the members and the volunteers for finalizing the Old Age home will be held at the head office of the foundation at

**4 pm on Friday, July 29, 2022.**

All the members are requested to be present.

The agenda for the meeting is attached herewith.

Yash Sarang,

Secretary

**Agenda**

* Confirmation of the Old Age Home
* Guidance on the work to be done
* Assigning responsibilities
* Orientation

**HUMAN TEAM FOUNDATION**

**Chembur, Mumbai - 400074**

31st August 2022

**Minutes**

The first meeting of the Human Team Foundation regarding the Old Age Home was held at 4 pm on July 29, 2022, i.e Friday.

Members Present:

Arunim Chakraborty

Shubham Hadawle

Janhavi Khanvilkar

Manav Pahilwani

Yash Sarang

Avanish Srivastava

Heramb Pawar

1. **Finalizing the Old Age Home:-**

Adharwad Old Age Home, Koparkhairne was finalized and allotted to us by the Head of Human Team Foundation.

1. **Orientation**

A proper guidance on how to talk to them patiently and not force them to talk to us, and also contacted the caretaker of Adharwad Old Age Home.

1. **Deciding the days and time to visit**

The next i.e the first visit to the Old Age home was finalized and it was on Sunday i.e 31st July 2022.

1. **Assigning Responsibilities**

Everyone of us was given a list of people to sit and interact with, the allotment was done by us group members.

1. **Date of next meeting**

We decided to visit the NGO and summarize our visit to the Human Team Foundation, Chembur in the coming week to share our experience with them.

Yash Sarang

Group Leader

31st August 2022

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