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# TECHNOZOVA

Location : 6<sup>th</sup> floor, Lab No 2, DJSCE, Mumbai

Time : 9:30 am

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## MEETING MINUTES

### 1. Opening

The meeting held on 06th December 2022 by the committee Chairperson Ms. Bhargavee Chavarkar. She discussed in detail regarding the first flagshipevent of the committee and the discussion began with her congratulating the VCP Marketing (Ms Khushi Gupta) for closing a marketing deal worth Rs. 11,000

### 2. Attendee's List

- Bhargavee Chavarkar (Chairperson)
- Ayush Jain (VCP Technical)
- Akshat Parekh (VCP Finance)
- Khushi Gupta (VCP Marketing)
- Riya Shah (VCP Events)
- Kevin Haria (VCP Publicity)
- Simran Bardhan (VCP Creative)
- Dhruv Gandhi (VCP Editorial)

### 3. Absentee's List

- Mihir Shinde was absent

### 4. Activities

- An interactive environment was established among the members of core committee.
- All members filled the jar of ideas for the flagship event
- A basic to-do list was discussed according to the role of members.
- An update regarding the respective department meeting was taken.

## **5. Discussion**

- **General Discussion**

- The hackathon will take place in the month of December.
- To ensure maximum participation, hackathon will be held in hybrid mode.
- For smooth execution of the event appropriate deadlines need to be set.

- **Creative**

- Creative department will be required to make posters, Instagram posts, reels for publicity.
- Initially, Christmas theme was discussed but also keep in mind that the technical aspects are to be maintained.

- **Events**

- The tentative dates finalized are 18-19 December,2022
- An inauguration ceremony will be held in the morning
- Event flow and rounds were discussed
- An elimination round will take place prior to judging round
- Location: Seminar hall, 5<sup>th</sup> and 6<sup>th</sup> floor
- Teams will consist 2-4 members

- **Finance**

- Due to successful membership drive, this year there is no shortage of funds.
- Cash prizes, Registration fees were discussed.
- Cash prizes worth 11K are to be given along with goodies

- **Marketing**

- Finding gifting sponsors for extra goodies along with cash prize
- Marketing department needs to start contacting the required people as soon as possible.

- **Publicity**

- Publicity team co-committee members along with VCP Publicity will be visiting various colleges in Mumbai for hackathon publicity.
- Along with outhouse publicity, even on Instagram handle posts will be added regularly by creatives team.
- Outhouse publicity campaigns need to undertaken

- **Editorial**

- Letters for Permissions need to be drafted and Secretary needs to get it signed.
- Script for hosts, Instagram catchy captions need to be prepared.

- **Technical**

- Domains will include – Blockchain, Cybersecurity, Web Dev, App Dev, AI
- Problem statements need to be decided.
- Contact mentors, approach BE students and alumni.
- To work on website for Registration.

## **6. Actions**

- To come up with ideas about collaborating with other student chapter in the next meeting
- All the suggestions were Documented for everyone's reference.
- The meeting had been recorded and the link was shared via E-Mail.

## **7. Adjournment**

Chairperson welcomed all the innovative insights from all the core members. The meeting was adjourned at 9:45 AM as scheduled.

## **8. Submitted By**

**Mr. Ayush Jain(Secretary)**

## **9. Approved By**

**Ms. Bhargavee Chavarkar(Chairperson)**