TECHNOZOVA

Location : 6th floor, Lab No 2, DJSCE, Mumbai Time : 9:30 am

MEETING MINUTES

## 1. Opening

The meeting was held on 15th November 2022 by the committee Chairperson Ms. Bhargavee Chavarkar. She discussed about the briefing of the co-committee members about the flow of event for the academic year. She also discussed regarding the first flagship event of the committee and the discussion began.

## 2. Attendee’s List

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

**3. Absentee’s List**

* No members were absent

**4. Activities**

* An interactive environment was established among the members of core committee.
* A basic to-do list was discussed according to the role of members.

## 5. Discussion

##  Co-committee Briefing

* Each VCP was asked to have a separate meeting with their teams and discuss with the co-committee regarding their roles
* It was decided that on weekend a meeting will be held for the entire co committee which will be addressed by the Chairperson.

##  Flagship Event Discussion

* + - Like every year, it was decided that the flagship event of Technozova will be held even this year during the next months.
    - Since, the time for meeting had exceeded so it was decided that a separate meeting for core members will be scheduled soon to discuss in detail regarding the event.

## 6. Actions

▪ 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 Detailed discussion regarding Flagship Event will be discussed in the upcoming meeting. The meeting was adjourned at 9:15 PM as scheduled.

1. **Submitted By**

**Mr. Ayush Jain (Secretary)**

1. **Approved By**

## Ms. Bhargavee Chavarkar (Chairperson)