### **Name :** Kamal Agrahari **Class:**TE/IT/A

**ID NO:** VU4F2223028  **LAB:** PCE II

### **Assignment.No.06.**

### **Ques) Prepare documentation for conducting meetings on any of the following topics? (prepare notice, agenda and minutes of meeting) -**

### 1. The annual meeting of the housing society.

### 2. Meeting regarding Annual Function in your college.

### 3. The meeting of the Board of Directors in organization.

### **Ans:**

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**Notice for the Meeting**

**Date:**23/09/2024  
**To:** All Faculty Members, Student Representatives, and Event Committee  
**Subject:** Notice of Meeting Regarding Annual Function

Dear All,

This is to inform you that a meeting has been scheduled to discuss and plan the upcoming Annual Function of the college. The details of the meeting are as follows:

**Date**: 26/09/2024  
**Time**:05:00 PM to 09:00 PM  
**Venue**: VPPCOE & VA Campus

The agenda for the meeting is enclosed below. You are requested to make yourself available for the meeting as your participation and input are essential for the successful organization of the event.

Thank you for your cooperation.

Sincerely,  
Kamal Agrahari  
Head of Cultural Committee  
7021xxxxx60

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**Agenda for the Meeting Regarding the Annual Function**

**Date**:26/09/2024  
**Time**:05:00 PM to 09:00 PM  
**Venue**: Seminar Hall

#### **Meeting Agenda:**

1. **Welcome Address by the Chairperson**
   * Overview of the previous annual functions
   * Purpose of the meeting
2. **Review of Last Year's Annual Function**
   * Successes
   * Areas for improvement
3. **Discussion on the Theme of the Event**
   * Proposal of themes
   * Selection of the final theme
4. **Allocation of Responsibilities**
   * Cultural programs (dance, music, drama, etc.)
   * Invitations (Chief Guest, Guests of Honor, etc.)
   * Decoration and Stage Setup
   * Budget and Sponsorship Committee
   * Security and Logistics
5. **Budget Discussion**
   * Estimation of funds required
   * Sponsorship opportunities
6. **Selection of Chief Guest and Special Guests**
   * Suggestions for prominent figures to be invited
7. **Cultural Program Schedule**
   * Setting the sequence of events
8. **Event Promotion**
   * Marketing strategies
   * Social media and print publicity
9. **Feedback and Suggestions**
   * Open forum for suggestions from faculty and student representatives
10. **Conclusion and Closing Remarks**

Thank you,  
Kamal Agrahari  
Head of Cultural Committee  
7021xxxx60

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**Regarding Board of Directors Meeting on Annual Function**

**Date**: 23/09/2024  
**Time**: 10:00 AM to 12:00 PM  
**Venue**: Department Office

#### **Attendees:**

* Rutvik Gondekar (Chairperson)
* Ritesh Maurya , Akash Nahak , Yogirag Shinde , Vijay Sharma (Board Members)

#### **Agenda Items Discussed:**

1. **Welcome Address by the Chairperson**The Chairperson welcomed all attendees and provided an overview of the previous year's annual function. The purpose of the meeting was outlined.
2. **Review of Last Year's Annual Function**Successes and challenges faced in the previous year’s event were discussed. It was agreed that more attention would be given to time management and event flow.
3. **Discussion on the Theme of the Event**Three potential themes were proposed. After a detailed discussion, it was unanimously agreed that the theme for this year's function would be "Celebrating Diversity."
4. **Allocation of Responsibilities**Responsibilities were allocated as follows:
   * Cultural Programs: Kamal Agrahari
   * Invitations:Akash Nahak
   * Decoration and Stage Setup:Ritesh Maurya
   * Budget and Sponsorship: Vijay Sharma]
   * Security and Logistics: Yogiraj Shinde
5. **Budget Discussion**An initial budget of [Insert Amount] was proposed. The need for external sponsorships was acknowledged. The sponsorship team will approach local businesses for support.
6. **Selection of Chief Guest and Special Guests**Suggestions were made for the Chief Guest, including [Name Suggestions]. The final decision will be made after confirmation from the administration.
7. **Cultural Program Schedule**A draft schedule was created, and it will be finalized in the next meeting once all performances are confirmed.
8. **Event Promotion**It was decided that the promotion team would create a campaign involving posters, social media outreach, and engagement with local media.
9. **Feedback and Suggestions**Several useful suggestions were made by the attendees, including the inclusion of a talent show and more student participation.
10. **Conclusion and Closing Remarks**The Chairperson thanked everyone for their contributions and adjourned the meeting. The next meeting was scheduled for 24/09/2024.

Recorded by:  
Kamal Agrahari  
Secretary, Cultural Committee  
7021xxxx60