### **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:**

****

**Date:**23/09/2024

**Notice**

Notice 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.

Sincerely,  
Kamal Agrahari  
Head of Cultural Committee  
7021xxxx60

**To:** 1) Principal Office,

2) HODs - IT/CS/AiDs,

3) Faculty Members,

4) Student Council

**Enclosed:** Agenda of meeting

### 

**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

****

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

**Minutes**

On the board of directors for the annual function held on **Monday, 23 September, 2024 at 10:00 AM**. at the Ground Floor, Vasantdada Patil Education Complex, Near Eastern Express Highway, Sion Chunabhatti, Mumbai, India - 400028

**Present:**

● Mr. Rutvik Gondekar (Chairperson)

● Mr. Ritesh Maurya (Board Member)

● Mr. Akash Nahak (Board Member)

● Mr. Yogiraj Shinde (Board Member)

● Mr. Vijay Sharma (Board Member)

● Mr. Kamal Agrahari (Secretary)

| No of Minutes | Subject of Minutes | Details of minute |
| --- | --- | --- |
| 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 from last year’s event were discussed. Focus on time management and event flow was agreed upon for improvement. |
| 3 | Discussion on the Theme of the Event | Three themes were proposed. The theme "Celebrating Diversity" was unanimously chosen after discussion. |
| 4 | Allocation of Responsibilities | Responsibilities were allocated for Cultural Programs, Invitations, Decoration, Budget, and Security to respective team members. |
| 5 | Budget Discussion | An initial budget was proposed. External sponsorships will be sought from local businesses by the sponsorship team. |
| 6 | Selection of Chief Guest and Guests | Suggestions for the Chief Guest were made, with final decision pending confirmation from the administration. |
| 7 | Cultural Program Schedule | A draft schedule was created. The final schedule will be confirmed after all performances are finalized. |
| 8 | Event Promotion | A promotional campaign involving posters, social media, and local media outreach was decided. |
| 9 | Feedback and Suggestions | Attendees suggested adding a talent show and increasing student participation. |
| 10 | Conclusion and Closing Remarks | The Chairperson thanked everyone,adjourned the meeting, and scheduled the next one for 25/09/2024. |

Dated:23/09/2024 Mr. Rutvik Gondekar Mr. Kamal Agrahari

Chairperson Secretary