15.08.2019

**Minutes of Meeting**

The following points were noted during the course of the meeting conducted on 15th August 2019 regarding the **Pulzion’19 Inauguration Ceremony** :

**Tasks**:

* **Volunteers**
  + Jinesh Parakh (SE - 1)
  + **Hrishikesh Shinde** (SE - 6) \*Anchor
  + Anuj Saoji (SE - 10)
  + Himani Gwalani (TE - 10)
* **Hospitality**
  + Tea, snacks (on the house) – permission from Principal for the canteen.
  + Food management – Ashwin More.
  + Token of Appreciation (Bouquet) - Atharva Chavan.
* **Introduction**
  + Speech - Nachiket Erlekar
    - Acknowledging the presence of Principal, HoDs, and faculty
  + Introduction of fellow organizing committee members
* **Venue** 
  + Preferably Auditorium; if not available, IT Seminar Hall.
  + Permission letter to be sent by G.V. Kale
* **Logistics**
  + Lights, speakers, microphones, etc.
* **Vote of Thanks**
  + Speech – Arnav Deshmukh