

Minutes of Meeting

Meeting Details:

Date: September 23, 2024

Time: 9:30 AM

Venue: Section C, Basement, MCA Building

Participants:

1. Prof. Shikha Kumari (Chairperson)
2. Riya Halbhavi (Finance Manager)
3. Vaibhavi Kurinji (Logistics Coordinator)
4. Shivani (Secretary)
5. Sanjana (Event Management Coordinator)
6. Harini V (Hospitality and Security Manager)
7. Sartaj Sayyed (Participant)
8. Sneha R (Participant)

Agenda Items:

1. Planning for the Farewell party
2. Discussion of Duties and Allocation of Responsibilities

Discussion Summary:

1. Planning for the Farewell Party

- The chairperson of our party planning team, Prof. Shikha, briefly went over the attendees' roles.
- All members discussed the venue and timing of the event as well as the outline of cultural activities that would take place at the event.
- The event was finalized to be taking place on the 3rd of March, 2025.

2. Discussion of Duties and Allocation of responsibilities:

- Vaibhavi spoke about the logistics of the event. The food at the event would be North Indian cuisine with a touch of continental. Sneha suggested South Indian cuisine as well, and it was added to the plan.

- Riya handled details about the budget. Budget was finalized to be around Rs. 80,000. 50,000 for food/catering, 10,000 for music/sound system and DJ, 6,000 for photographer, 1,000 for medical/first-aid supplies, Tickets would be priced at Rs. 250 each, and food at Rs 100 per person (unlimited servings). Other expenses would go towards gifts for the chief guests and decorations. Most of the decorations would be created by ourselves.
- Harini spoke about the security and hospitality of the event, emphasizing that the event attendees' belongings and clothes would be checked for any prohibited objects such as drugs, smoking devices, and sharp objects.
- Sanjana talked about the event structure, as well as the providing of a DJ, photographer, medical supplies, activity booths, an
- Shivani took note of all important points being discussed for reference.
- Sneha and Sartaj played active roles in giving feedback to the existing event plan and helping make modifications and minor changes to the plan.

Decisions Made:

- Responsibilities were assigned to each member as listed above.
- Approved and modified the budget details.
- Some new things were added to the plan, such as DJ, cultural activities and gifts for the chief guests.

Action Items:

1. **Shikha Kumari:** Follow up with members' progress regarding the event by next meeting.
2. **Riya Halbhavi:** Finalize the budget after modifications related to expenses for DJ, photographer, and cultural activities by next meeting.
3. **Vaibhavi Kurinji:** Arrange for the logistics and finalize the plan by the next meeting.
4. **Shivani:** Take note of the points during updates in the plan and the members' progress by next meeting.
5. **Sanjana:** Work with Vaibhavi to finalize the event structure and activities by next meeting.
6. **Harini V:** Seek out feasible ways to implement the security measures at the event by next meeting.

7. **Sartaj, Sneha:** Provide feedback from event attendees' points of view on the event plan and outline/structure/activities being conducted.

Next Meeting:

Date: September 24, 2024

Time: 9:30 AM

Venue: MCA Seminar Hall, Basement

Minutes prepared by:

Riya Halbhavi

Finance Coordinator of Farewell Party Planning Team

September 27, 2024