Hello everyone!

1. This is Sayanjit Roy and I'll be your POC or Point of Contact for tomorrow's event.
2. Tommorow you’ll be given a problem statement for which you need to find a solution in the form of a PROTOTYPE.
3. You need to provide me with “Progress Reports” as you are solving your problem statements.
4. The Progress Report should answer the following questions –

What have you done?

How much have you done?

1. Progress Reports can be in one of the following formats – PDF, DOC, PPT.
2. The Progress Reports need to be sent at each Checkpoint, which are –

Check 1. 1400 hours

Check 2. 1600 hours

Check 3.1800 hours

Check 4. 2000 hours

1. A delay of only 30 MINS will be entertained. If you fail to send the report in that time frame your team will be DISQUALIFIED.

Eg – If you fail to send the FIRST report between 1400-1430 hours your team will be DISQUALIFIED.

1. Please keep the Progress Reports concise and to the point.
2. Only the Team Leader should send the Progress Report of the team.
3. Mail me the Progress Reports at - [rotsayanjit01@gmail.com](mailto:rotsayanjit01@gmail.com) .
4. The subject of the mail should be “Qhackfest YOUR TEAMNAME Check Number”

Eg – If your teamname is “XYZ”, your

FIRST REPORT MAIL SUBJECT should be “Qhackfest XYZ Check1”

SECOND REPORT MAIL SUBJECT should be “Qhackfest XYZ Check 2” and so on.

1. You need to send the FINAL REPORT at 2100 hours in the form of PPT, the format of which will be communicated to you tommorow.
2. The Subject of the FINAL REPORT MAIL will be “YOUR TEAMNAME FINAL REPORT”