

Works to be done by each team after today meeting's plan discussion/ Feedbacks

1) Social media

- The plans you put in place were pretty nice, but the execution part is equally complicated (but, let's try doing things one step at a time)
- Create some samples of the tech memes that you suggested, it should have some knowledge to it while being funny but cannot violate our guidelines.
- Research on what kind of tech contents do people in college or our age group prefer the most and can we deliver it.
- Check the status of our LinkedIn profile and update to the latest information. (Ask all the teams to update their LinkedIn profile)
- Collaborate with Communications and HR team to build the calendar and include the dates for which the posts are to be posted from ECAST's account.
- Some ideas to be included in the social medias can be:
 - a. Links to the tech blogs we write in our website
 - b. Reviews of some opensource/projects (or anything that can be interested to our audiences)
 - c. Tech humors (somethings that happening and are worth posting) – for example: the number of times AI was pronounced in the Google I/O keynote speech)
 - d. What happened in this Week? (Short headlines to see what's happening around the world in Tech)
 - e. Can collaborate with online stores such as Mudita or similar for giveaway in our social media
 - f. Project Highlights

-Whatever you start make sure that it will be continued regularly (for example once a week)

(Note: the social media will be asking teams members for the contents and working accordingly, you don't have to search for all)

2) **Technical Team**

- All the project ideas were good but we need to study the feasibility of those projects before jumping into it. Let's build something that will be used in the genuine case or be able to go into market.
- For Canteen management app, once approach Ganesh Kumal (GK sir), ask him about the availability of the resources. (We can ask to digitalize our **Canteen**, take some references from KU students) - If necessary prepare a document on what we plan to do with the canteen management app, what's our vision and present to the administration, and visit the administration.
- But firstly make a proper blueprint of how and what our **app** / website will be like discussing within under the team before approaching the administration.
- About the 2D game, the idea is great, but for this semester/year, let's turn our focus on creating **2d/ 3d campus navigation app**. Discuss within the team if anyone has any idea about that, and if any tutor or workshops related to this are needed then we'd see through it. (This can be incorporated under our college website)

- Student's Management App

The idea is great but it is not our original idea and is already in progress, so let's not steal anyone's idea, instead let's try and convince the idea owner to make it open source and let us contribute to the project if they are interested.

- Workshop's

There were ideas about conducting an intro workshop about **OPEN Source** (we can create some good first issues in our projects as well and teach on how to do opensource in our own projects) . An opensource contribution week/day can also be conducted.

Also backend and frontend workshops.

Also discuss within the technical team what kind of workshops do you need

for working on our projects.

If anyone in the technical team has expertise in this then, they can tutor this session, if not then shortlist some tutors within ECAST, ECAST alumni, Seniors or any one from outside.

Prepare out at least names of the workshop and tentative timeline and mode of workshop (online, physical) to conduct workshops in this semester.

Some other ideas can be:

- Features to add and work on ECAST Website (blog section, event registration and attendee management)
- Certificate Verification and Issuing Solution
- Document OCR Solutions (Hardware)
- 3D Imaging using Laser (Hardware)
- Student Portal for College Website (You can even talk with TCIOE EMIS Web Development team and work collaboratively)
- Website Chatbot or (an chatbot that solves agricultural problem (datasets is some forum)- this chatbot has a lot of potential to be built into startup

Notes: These ideas are just for reference and can be chosen or modified. My only suggestion is that each one of us should be enrolled in at least one project and learn and contribute so that that can be seen in our GitHub. Learn and conduct project such that it helps in minor, major, portfolio and professional development.

3) **Editor In Chief**

- Great and Insightful presentation.
- Collaborate with Jesis Upadhaya from Technical Team for assistance.
- Shortlist the topic that can be given for article writing competition, so that can be incorporated in the magazine later. (zerone does like this: <https://medium.com/@ioezerone>)
- Try and look into as more magazine's as possible and collect as much ideas.

- Make what sections/portions to be added in the magazine. Some ideas may be:

- How to start something?, roadmaps (so that its easier for beginners to start on something)

- ask for sponsorships to company (we can highlights their tech innovation, and projects that creates impacts to many people – basically, sharing their stories)

- Fun trivia games, can be anything, some great ideas can be <https://projecteuler.net/>), CTF, something mysterious and fun

- Interviews/podcasts (ideas: <https://chalk-radio.simplecast.com/>)

- departmental highlights, club accomplishments, alumni highlights, speech/suggestions by conference chairs

- good cover page designing (may be competition, somethings very smart, how about should be designed using somethings very basic like assembly language)

4) **Communications and HR.**

- Prepare a calendar collaborating with different teams, and members.

- (Calander ideas: <http://www.stargazing.net/naa/current-new.shtml>)

- Take charge of handling ECAST's official mail. (emails that we get should be circulated to all the members that include about opportunities as soon as possible, and if accepted by team, can be posted in social media)

- if assistance is required then ask to the Secretary (Pratik dai).

- Help writing emails, proposal to companies collaborators (on grants and research proposals)

5) **Secretary and Joint Secretary**

- Updates on bank Account (we need to talk to bank and start process of

opening bank)

- Preparation of budget plan for this semester (how can we utilize the 8K amount that FSU provides. (by talking to all the teams)
- Delivering minutes to the administration and department. (important minutes can be delivered to administration, all minutes must be delivered to all members before another general meeting, and passed by all the members on that meeting)

6) **Graphics Team**

- be prepared at the time of need, take help with Ujjwal if workload is high.
- collaborate with social media manager, communication team, technical team and R&D team.

7) **R&D**

- a. Reach out to all the list prepared by DBK Sir regarding some sort of collaboration with them (Idea:
<https://pratt.duke.edu/news/students-lead-earthquake-resilience-project-nepal/>)
- b. Reach out to DBK sir with most probable ones with detailed research on the topic.
- c. Ensure all the members at least give one article/research study
- d. Suggestions: Conduct weekly a paper exploration sessions where each member or single member share about the **detailed literature review** about an important paper.
- e. Paper exploration sessions can be conducted every Friday night on discord to connect to discord community. Same **detailed LR** can be used for publishing in Social Media especially LinkedIn (with author's name) which will help in boosting author's LinkedIn for future reference.
- f. Collaborate with social media manager to post engaging tech related topics on linkedin.
- g. Plan for the discord session, where the team will be sharing new tech related innovations and the research papers insights to the ECAST team and the whole discord committie (will be a 1hr public session

on discord).

Note for all teams: These are **just** the **suggestions**, we can sit and plan accordingly as well.

Best Regards,
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