Minutes of the Meeting

Date: 2025-04-12

Meeting Title: Research and Development Club - Event Planning Meeting

Agenda: Discussion on the execution of the first event of the Research and Development Club

Attendees: a, b, c

Key Discussions:

The event will take place on Monday and the main focus is to ensure a smooth execution.

The exhibition will feature 20-25 projects, with each project having a 5-minute presentation and Q&A session.

The event will start at 10 am, with registration, introduction, and breakfast. The project exhibition will take place until 12-1 pm, followed by a lunch break, and then the remaining project presentations will be completed by 3-4 pm.

The price distribution ceremony and closing ceremony will take place after the project presentations.

The committee will arrange for the attendance of students, with faculty members verifying the attendance.

Decisions Made:

The program will start at 10 am, and participants are expected to arrive by 8 am for preparation.

The event will conclude by 3 pm.

The committee will provide virtual online certificates to participants.

Action Items:

Arrange for 30 benches for the IOT projects.

Arrange for tables that can accommodate the projects.

Prepare a template for the certificate and write the names of the participants.

Print the template and distribute the certificates.

Provide ease activities for the participants.

Recruit 2-3 members for the management team.

Share guidelines for the participants.

Ensure that the program concludes by 3 pm.