

Minutes of the Meeting

Date: 2025-03-07

Here are the Minutes of the Meeting:

Meeting Title: Discussion on the First Event of the Research and Development Club

Agenda: Discussion on the execution of the event, management, and arrangements for the participants

Attendees: Not specified

Key Discussions:

The importance of smooth execution of the event

The role of the management team in arranging benches, bookage, and other necessary arrangements

The plan for the event, including the project exhibition, presentations, and prize distribution

The need for attendance tracking and certificates for the participants

Decisions Made:

The event will start at 10 a.m. and conclude by 3 p.m.

The management team will be responsible for arranging benches, bookage, and other necessary arrangements

E-certificates will be provided to all participants, and physical certificates will be given to the top three teams

The program guidelines will be shared with the participants in advance

Action Items:

Arrange 30 benches for the IoT projects

Finalize the arrangements for the bookage and other necessary arrangements

Prepare the Google form for team leaders to submit

Take attendance and track the number of students participating

Provide e-certificates and physical certificates to the top three teams

Share the program guidelines with the participants in advance