

OPEN CLOUDWARE

Online Platform - Microsoft Teams

17th October, 2021

NOTICE

Notice is hereby given that in accordance with the upcoming technical festival Technovation 2021, the Meeting of the Organizing Committee, Open Cloudware, shall be held on the online platform, Microsoft Teams, on 17th October 2021 at 11 am to discuss the upcoming event in detail.

Kindly mark the time and schedule your work around it. Invite link for the same will be shared in my mail and is also available in the calendar of the Microsoft Teams application. All members of the Organizing Committee are requested to attend the meeting.

Ninad Rao
Organizing Committee Head

AGENDA

Meeting Information:

Objective: To discuss the organizational details of Technovation 2021

Meeting Type: Brainstorming

Date: 17th October 2021

Time: 11am

Platform: Microsoft Teams

Agenda:

1. Reading of the Notice.
2. Discussion of Potential Activities during the Event
3. Requirements of the Event.

4. Allocation of Members for each Activity
5. Finalizing Date and Time of Activities
6. Closing of the Meeting.

Members present:

Ninad Rao (Organizing Committee Head)

Anusha Shetty (Timekeeper)

Sahana Shetty (Note Taker)

Yash Raje (Committee Member)

Venkatesh Reddy (Committee Member)

Ryan Rodricks (Committee Member)

Mugdha Sholapure (Committee Member)

MINUTES OF THE MEETING

1. Call to order

Ninad Rao called to order the meeting of the Organization Committee at 11 am on 17th October 2021 on Microsoft Teams Online Platform.

2. Discussion of Potential Activities during the Event

The Committee brainstormed to come up with the potential activities that can be conducted during the technical festival Technovation 2021. The finalized activities include:

- Webinar on AI
- Webinar on Python
- Workshop on Data Analysis
- Technical Quiz

3. Requirements of the Event

- Guest Speakers
- Student Coordinators in charge
- Certificate Generators

4. Allocation of Members for each Activity

- Webinar on AI: Yash Raje
- Webinar on Python: Venkatesh Reddy

- Workshop on Data Analysis: Ryan Rodricks
- Technical Quiz: Mugdha Sholapure

5. Finalizing Date and Time of Activities

- Webinar on AI: 20th October 2021, 10 am
- Webinar on Python: 20th October 2021, 12 am
- Workshop on Data Analysis: 21st October, 10 am
- Technical Quiz: 21st October, 4 pm

6. Adjournment

Ninad Rao adjourned the meeting at 1 pm.

Minutes submitted by: Sahana Shetty

Minutes approved by: Ninad Rao