

Minutes of the Meeting

Date: 2025-03-04

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club Event Planning Meeting

Date: [Insert Date]

Attendees: SPEAKER_00, SPEAKER_01, SPEAKER_02, SPEAKER_03

Agenda: Discussion on the execution of the first event of the Research and Development Club, including the exhibition, project presentation, and prize distribution.

Key Discussions:

The event will take place on Monday and will feature an exhibition and project presentation by 20 teams, with a prize distribution ceremony at the end.

The management team will be responsible for arranging the IoT projects, providing benches and tables, and handling the comfort of the hosts and judges.

The team will also be responsible for arranging the attendance of students and ensuring that the names of all participants are recorded.

It was suggested to generate a Google form for team leaders to submit their team's information, and to create a letterhead with the names of all students and teams.

Decisions Made:

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

The program will include an exhibition, project presentation, and prize distribution ceremony.

The management team will be responsible for arranging the logistics of the event.

It was decided to provide e-certificates to all participants, and physical certificates to the top three teams.

Action Items:

SPEAKER_01 will arrange for benches and tables for the IoT projects.

SPEAKER_00 will create a letterhead with the names of all students and teams.

SPEAKER_01 will generate a Google form for team leaders to submit their team's information.

SPEAKER_02 will take care of the attendance of students and record the names of all participants.

SPEAKER_03 will assist with the management of the event.

Next Steps:

The team will meet again to finalize the details of the event.

The guidelines for participants will be shared on the party.

The program will be concluded by 3 p.m. on the day of the event.