

Minutes of the Meeting

Date: 2025-03-07

Here are the Minutes of the Meeting:

Meeting Title: Meeting to Discuss the Execution of the Research and Development Club's First Event

Agenda: Discussion on the execution of the Research and Development Club's first event, including the management of the event, arrangement of IoT projects, and distribution of certificates and prizes.

Attendees: dwqcw, csacw

Key Discussions:

The importance of a smooth execution of the event was emphasized.

The management team's tasks were discussed, including arranging IoT projects, bookage, and benches.

The plan for the event was outlined, including the timing of project presentations, question and answer sessions, and the distribution of certificates and prizes.

Decisions Made:

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

The management team will consist of 2-3 members.

E-certificates will be provided to all participants.

Physical certificates and prize money will be awarded to the top three teams.

Guidelines for participants will be shared on the day of the event.

Action Items:

Arrange for 30 benches for the IoT projects.

Set up the exhibition area.

Prepare the program schedule.

Send out the guidelines for participants on the day of the event.

Circulate the list of participating students to all class teachers.

Prepare the Google form for team leaders to submit.

Print the certificates for the top three teams.

Provide e-certificates to all participants.

Make arrangements for the lunch break.