

Minutes of the Meeting

Date: 2025-03-07

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club Event Planning Meeting

Agenda: Discussion and planning for the first event of the Research and Development Club

Key Discussions:

The execution of the event on Monday, including the management of teams, hosts, and judges

Arrangements for IoT projects, including space allocation and bookage

Plan for presentation of projects, including time allocation and question-and-answer sessions

Distribution of certificates and prize money for top three teams

E-certificates for all participants

Decisions Made:

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

The event will have two main tasks: arranging IoT projects and managing teams

The management team will consist of 2-3 members, including students from the club

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

three teams

Action Items:

Arrange for 30 benches for the IoT projects

Set up a Google form for team leaders to submit project information

Prepare a letterhead with the names of all students and teams for circulation to class teachers

Provide guidelines for participants, including dress code and arrival time

Coordinate with faculty to ensure attendance and certificate distribution

Prepare certificates and prize money for top three teams