<div align="center">Minutes of the Meeting</div>

<div align="center">Date: 2025-06-08</div>

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club Event Planning Meeting

Meeting Head: tan

Meeting Date: 2025-06-08

Meeting Time: 11:49

Attendees: (Not specified)

Key Discussions:

The event planning for the research and development club's first event on Monday was discussed.

The execution of the event, including the management of the IOT projects, arrangement of benches, and provision of basic needs for the hosts, was discussed.

The program schedule, including the project exhibition, prize distribution ceremony, and closing ceremony, was outlined.

The attendance of students and the distribution of certificates and prize money were also discussed.

Decisions Made:

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

The participants will be given certificates and prize money.

The prize money will be given to the first, second, and third place winners.

The event will have a virtual online certificate and higher copial certificates will be printed and written with the names of the participants.

Action Items:

Arrange for 30 benches for the IOT projects.

Arrange for tables and chairs for the project exhibition.

Prepare a letterhead with the names of all the students and teams to be circulated to the class teachers.

Set up the names of all the students participating in the event.

Generate a Google form for attendance and submit it by the team leader.

Provide guidelines for the participants.

Prepare the program schedule and distribute it to the attendees.

Conduct the event preparation from 8 a.m. onwards to ensure a smooth execution.

The Co-ordinator   Head of the Department