

Minutes of the Meeting

Date: 2025-03-06

Here are the Minutes of the Meeting:

Meeting Title: Discussion on the Execution of the Event of Research and Development Club

Agenda: Review of the execution plan for the event, management of the event, and distribution of prizes and certificates.

Key Discussions:

The importance of smooth execution of the event was emphasized.

The management team's responsibilities were discussed, including arranging benches, bookage, and ensuring the comfort of hosts and judges.

The plan for the event was outlined, including the exhibition of projects, presentation of each project, and question and answer session.

The distribution of prizes and certificates was discussed, including the possibility of providing e-certificates to all participants and physical certificates to the top three teams.

Decisions Made:

The event will start at 10:00 a.m. and conclude by 3:00 p.m.

The program will include the exhibition of projects, presentation of each project, and question and answer session.

The management team will consist of 2-3 members.

The prizes and certificates will be distributed at the end of the event.

Action Items:

Arrange benches for the IoT projects.

Arrange bookage for the guests.

Ensure the comfort of hosts and judges.

Prepare a letterhead with the names of all students and teams.

Create a Google form for the team leaders to submit.

Take attendance of the students.

Prepare certificates for the top three teams.

Provide e-certificates to all participants.

Print the template for the certificates.

Distribute the prizes and certificates at the end of the event.