

## Minutes of the Meeting

Date: 2025-03-07

Here are the Minutes of the Meeting:

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

**Agenda: To discuss the execution of the event and make necessary arrangements for a smooth event.**

### **Key Discussions:**

The event will take place on Monday and will be the first competition of the year.

The management team needs to arrange for benches for the IoT projects, bookage for guests, and ensure the comfort of hosts and judges.

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

The participants will be given certificates, and the top three teams will receive physical certificates and prize money.

### **Decisions Made:**

The management team will arrange for benches for the IoT projects.

The bookage for guests will be arranged.

The comfort of hosts and judges will be ensured.

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

The participants will be given certificates, and the top three teams will receive physical certificates and prize money.

**Action Items:**

Arrange for benches for the IoT projects.

Arrange for bookage for guests.

Ensure the comfort of hosts and judges.

Prepare the program schedule and guidelines for participants.

Share the guidelines with participants.

Provide certificates to all participants and physical certificates to the top three teams.

Distribute prize money to the top three teams.

Note: The speaker names are not included in the Action Items as per your request.