

Minutes of the Meeting

Date: 2025-03-05

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club's First Event Planning Meeting

Agenda: To discuss the planning and execution of the first event of the Research and Development Club.

Key Discussions:

The event will take place on Monday and will feature 20-25 projects, with each project having a 5-minute presentation and Q&A session.

The management team will be responsible for arranging the IoT projects, bookage, and benches, as well as ensuring the comfort of the 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 consist of two to three members, and students from the club will be recruited for this purpose.

The program guidelines will be shared with the participants before the event.

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

Action Items:

Arrange the IoT projects, bookage, and benches.

Ensure the comfort of the hosts and judges.

Recruit two to three students from the club to join the management team.

Share the program guidelines with the participants before the event.

Prepare the certificates for all participants, and physical certificates for the top three teams.

Plan the logistics for the event, including the setup and cleanup.