

## Minutes of the Meeting

Date: 2025-03-06

Here are the Minutes of the Meeting:

**Meeting Title: Research and Development Club Event Planning Meeting**

**Agenda: Discussion on the execution of the event on Monday, including exhibition, management, and logistics.**

### **Key Discussions:**

The event will take place on Monday, and the team needs to ensure a smooth execution.

The exhibition will feature 20-25 projects, with each project having a 5-minute presentation and Q&A session.

The management team needs to arrange for benches, tables, and bookage for the event.

The team will also need to manage the attendance of students and faculty members.

The event will conclude with a prize distribution ceremony and a closing ceremony.

### **Decisions Made:**

The team will arrange for 30 benches for the IoT projects.

The team will also arrange for bookage for the guest arrivals.

The team will take a particular classroom and shuffle the benches according to the project needs.

The team will circulate a list of participating students to the class teachers.

The team will generate a Google form for team leaders to submit.

The team will provide e-certificates to all participants, and physical certificates to the top three winners.

### **Action Items:**

Arrange for 30 benches for the IoT projects

Arrange for bookage for the guest arrivals

Shuffle the benches according to the project needs

Circulate a list of participating students to the class teachers

Generate a Google form for team leaders to submit

Provide e-certificates to all participants, and physical certificates to the top three winners

Ensure that the program concludes by 3 pm

Share guidelines for participants on the party

Ensure that participants arrive in proper attire