Minutes of the Meeting

Date: 2025-03-03

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club Event Planning Meeting

Date: [Insert Date]

Attendees: SPEAKER_00, SPEAKER_01, SPEAKER_02, SPEAKER_03

Agenda:

* Discussion on the execution of the event

* Management of the event

* Arrangements for the exhibition

* Certificates and prizes for the participants

Key Discussions:

* The team discussed the importance of a smooth execution of the event and the need to manage the team, hosts, and judges effectively.

* They also discussed the arrangements for the exhibition, including the allocation of space for IoT
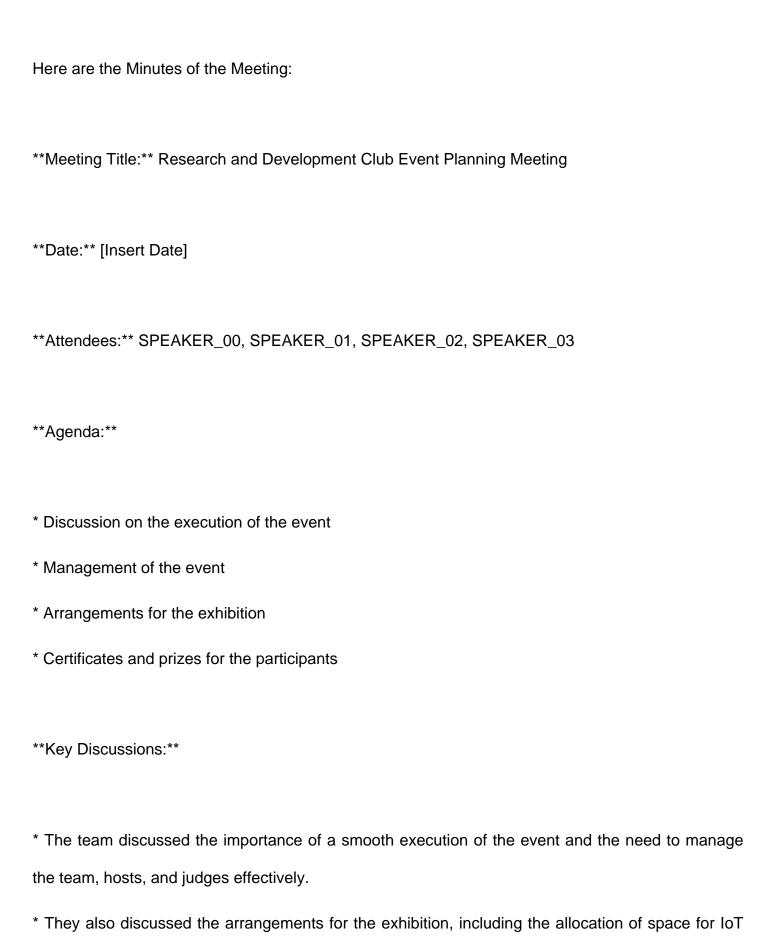
projects and the need for benches.

* The discussion also centered around the distribution of certificates and prizes to the participants, with a suggestion to provide e-certificates to all participants and physical certificates to the top three teams.

Decisions Made:

* The team decided to allocate space for IoT projects and to arrange benches for the exhibition.

* They also decided to provide e-certificates to all participants and physical certificates to the top three teams.

* The team agreed to start the program at 10 a.m. and conclude it by 3 p.m.

Action Items:

* SPEAKER_01 will arrange for the necessary benches and bookage for the exhibition.

* SPEAKER_00 will take care of the management of the event, including the coordination of the hosts and judges.

* SPEAKER_01 will generate a Google form for the team leaders to submit their team information.

* SPEAKER_02 will take care of the distribution of certificates and prizes to the participants.

Note: The minutes are based on the provided transcript and may not be a verbatim record of the meeting.