

## Minutes of the Meeting

Date: 2025-03-17

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, the first event of the Research and Development Club.**

Attendees: tan, sans

Key Discussions:

The execution of the event on Monday, the first event of the Research and Development Club.

The exhibition and the competition, and how to manage the team, hosts, and judges.

The arrangement of IoT projects, benches, and tables.

The presentation of each project, question and answer session, and the prize distribution ceremony.

The attendance of guests and students, and the need for certificates and prize money.

**Decisions Made:**

The event will be held on Monday, with the program starting around 10 a.m.

The management team will be responsible for arranging the IoT projects, benches, and tables.

The presentation of each project will take approximately 5 minutes, followed by a question and answer session.

The prize distribution ceremony will be held after the project presentations.

Certificates and prize money will be given to the top three participants.

The event will conclude by 3 to 4 p.m.

### **Action Items:**

Arrange the IoT projects, benches, and tables.

Prepare the certificates and prize money for the top three participants.

Ensure the attendance of guests and students.

Prepare the Google form for team leaders to submit.

Circulate the list of students participating in the event to the class teachers.

Provide ease certificates to the participants.

Ensure the program starts on time and concludes by 3 to 4 p.m.

Provide guidelines for participants, which will be shared on [date].