

## 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 and planning for the first event of the Research and Development Club**

### **Key Discussions:**

The execution of the event on Monday, including the exhibition and competition

Management of the event, including arranging benches and bookage, and ensuring the comfort of hosts and judges

The program schedule, including project presentations, question and answer sessions, and prize distribution

Attendance tracking and certificates for participants

### **Decisions Made:**

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

The event will be managed by a team of 2-3 members

Participants will receive e-certificates and physical certificates for the top three teams

Prize money will be given to the top three teams, along with physical certificates

**Action Items:**

Arrange 30 benches for the IoT projects

Arrange bookage for guest arrival

Prepare a letterhead with the names of all students and teams

Generate a Google form for team leaders to submit participant information

Provide guidelines for participants, including dress code and arrival time

Share guidelines on the party for participants

Ensure that the program is concluded by 3 p.m.