

## Minutes of the Meeting

Date: 2025-03-07

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 management, logistics, and certificates.**

### **Key Discussions:**

The execution of the event on Monday, including the management of teams, hosts, and judges.

The arrangement of IoT projects and bookage for guests.

The need for benches and tables to accommodate the projects.

The plan for the event schedule, including the presentation of each project, question and answer session, lunch break, and closing ceremony.

The distribution of certificates and prize money to the top three teams.

### **Decisions Made:**

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

The program will include the presentation of each project, question and answer session, lunch

break, and closing ceremony.

Certificates will be distributed to all participants, and physical certificates will be given to the top three teams.

The prize money will be given to the top three teams along with the physical certificates.

**Action Items:**

Arrange 30 benches for the IoT projects.

Arrange bookage for guests.

Prepare a letterhead with the names of all students and teams.

Generate a Google form for team leaders to submit.

Set up a system for attendance tracking.

Print certificates for all participants and physical certificates for the top three teams.

Prepare a template for the certificates.

Finalize the event schedule and guidelines for participants.

Attendees: Tanishka, Sanskar