

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

### **Key Discussions:**

The team discussed the execution of the event, focusing on the management of the IoT projects, arrangement of benches, and bookage for guests.

The team also discussed the plan for the event, including the schedule, presentation of projects, and prize distribution.

There was a discussion on providing certificates to 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 arrange 30 benches for the IoT projects.

The team decided to provide certificates to participants, with e-certificates for all and physical certificates for the top three teams.

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

**Action Items:**

Arrange 30 benches for the IoT projects.

Book accommodations for guests.

Prepare a letterhead with the names of all students participating in the event.

Generate a Google form for team leaders to submit.

Finalize the program schedule and guidelines for participants.

Provide certificates to participants, including e-certificates for all and physical certificates for the top three teams.

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