

Minutes of the Meeting

Date: 2025-06-08

Here are the Minutes of the Meeting:

Meeting Title: meet

Meeting Head: tan

Meeting Date: 2025-06-11

Meeting Time: 11:32

Agenda:

Attendees:

Key Discussions:

The meeting discussed the execution of the event on Monday, the first event of the research and development club.

The team discussed the management of the event, including arranging IOT projects, benches, and tables, and the process of the project presentation and question-answer session.

The team also discussed the prize distribution ceremony and closing ceremony, and the need for a Google form for attendance tracking.

Decisions Made:

The team decided to arrange 30 benches for the IOT projects.

The team decided to provide virtual online certificates to the participants.

The team decided to give prize money to the first, second, and third place winners.

Action Items:

Arrange 30 benches for the IOT projects.

Prepare a Google form for attendance tracking.

Finalize the names of the students participating in the event.

Print and distribute certificates to the participants.

Prepare the prize money for the winners.

Ensure that the program starts on time and concludes by 3 pm.

Prepare guidelines for the participants.

Note: The speaker names are not included in the Action Items as per your request.