

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 management of the team, hosts, and judges

Arranging IoT projects and providing proper space for them

Managing the attendance of students and faculty members

Providing certificates and prizes to the participants

Decisions Made:

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

The program will include project exhibitions, presentations, and a question-and-answer session

E-certificates will be provided to all participants, and physical certificates will be given to the top three teams

The prize money will be distributed to the top three teams along with their physical certificates

Action Items:

SPEAKER_01: Arrange 30 benches for the IoT projects

SPEAKER_01: Arrange bookage for the guests

SPEAKER_00: Coordinate with faculty members to manage student attendance

SPEAKER_01: Generate a Google form for team leaders to submit

SPEAKER_00: Prepare a letterhead with the names of all students and teams

SPEAKER_01: Print certificates for the top three teams

SPEAKER_02: Provide e-certificates to all participants

SPEAKER_01: Recruit two to three members for the management team

SPEAKER_03: Assist with the management of the event