<center>Minutes of the Meeting</center>

<center>Date: 2025-03-06</center>

Here are the Minutes of the Meeting:

Meeting Title: Research and Development Club Event Planning Meeting

Agenda: Discussion on the execution of the event, management team, and logistics.

Key Discussions:

The event will take place on Monday and will feature 20-25 projects, with each project presentation taking approximately 5 minutes.

The management team will be responsible for arranging the IoT projects, booking tables and benches, and handling the comfort of the hosts and judges.

The team discussed the idea of using a particular classroom for the project exhibition and arranging the benches accordingly.

The team also discussed the distribution of prizes and certificates, with a proposal to provide e-certificates to all participants and physical certificates to the top three teams.

Decisions Made:

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

The management team will consist of 2-3 members, who will be responsible for the execution of the event.

The guidelines for participants will be shared on the day of the event.

Action Items:

Arrange for 30 benches for the IoT projects.

Book tables and benches for the project exhibition.

Handle the comfort of the hosts and judges during the event.

Prepare the guidelines for participants and share them on the day of the event.

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

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