

## MOM

<b>Meeting Title :</b> RSF Meet 05		
<b>Minutes:</b> 150	<b>Meeting Date:</b> 20/06/2017	<b>Meeting Time:</b> 5 PM

Meeting Location	2001
Meeting Called by	Vimal Yadav
Type of Meeting	To discuss on preparations for PhD Farewell
Attendees	06
Absent	04 (Debajit, Deepak, Satyajit, Anirban)
Note Taker	Mr. Vimal K S Yadav

S.No.	Agenda	Action
1	Gift preparation:	Incharge: Pralay
2	Food:	Incharge: Pralay
3	Anchor:	Incharge: Vimal
4	Video for the event	Shown by Vikrant and appreciated by other members, some tunes can be changed and speaker can be arranged by vikrant .
5	Poster for the event	Made by Deepak and appreciated by other members
6	<b>Flow of program:</b> 1. Introductory speech by Vimal. 2. Video by Vikrant 3. Poem / Fun-act/ Shayri by Vikrant/Deepak (Not finalised) 4. Experience sharing session by seniors 5. Q and A session 6. Vote of thanks and Cake cutting -	