

MOM

Meeting Title : RSF Meet 06		
Minutes: 30	Meeting Date: 21/06/2017	Meeting Time: 5 PM

Meeting Location	2001
Meeting Called by	Vimal Yadav
Type of Meeting	To discuss on preparations for PhD Farewell
Attendees	05
Absent	05 (Rahul, Vineeta, Satyajit, Anirban, Vikrant)
Note Taker	Mr. Vimal K S Yadav

S.No.	Agenda	Action
1	Gift preparation:	Incharge: Pralay
2	Food:	Incharge: Pralay
3	Some song or act by invited senior	Suggested by Deepak
4	Video for the event	Some more pics of left out seniors sent to Vikrant
5	Poster for the event	Decision: No poster will be pasted in notice board or any other place to avoid any comments from any professor
6	Final Flow of the farewell program: 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 -	