

MOM

Meeting Title : RSF Meet 13		
Minutes: 60	Meeting Date: 24/08/2017	Meeting Time: 12.00 PM

Meeting Location	C1, EEE
Meeting Called by	Anirban Bhowal
Meeting Headed BY	Dr. B.K.Rai
Main Agenda	Discussions on 3MT and Latex Workshop
Attendees	09
Absent	Vineeta
Note Taker	Mr. Vimal K. S. Yadav

Conclusions:

Work distribution for Latex Workshop:

1. Poster for latex workshop to be designed by Vikrant by 24/08/2017.
2. Booking of Conference hall/Seminar Room by Anirban by 24/08/2017.
3. T-shirt design by Deepak by 26/08/2017 and finalization of order by 30/08/2017 by Anirban.
T-shirt specifications:
 - (a) Collar form, without pocket
 - (b) With RSF EEE logo in front side and IIT GUWAHATI written on back side.
 - (c) Cloth quality: Cotton
 - (d) Color: Grey, Low purple
 - (e) Maximum price limit: INR 350 (expected)
 - (f) Quantity: near 50
4. Google form for T-shirt to be circulated on website by web managers and advertised by advertisers.
5. Registration fee: INR 100 for IITG students and INR 200 for non-IITG students.
6. Website for Latex workshop by Pralay.
7. Permanent I-Card for RSF EEE members to be designed by Satyajit (I-Card details: Good strips, 12 in number).
8. Event volunteer I-Card to be designed by Satyajit (Details: RSF EEE EVENT Volunteer written, 20 in numbers).
9. Volunteer meeting along with Lab representatives, TAs and Cepstrum Head for Latex workshop and Teacher's Day celebration on 28/08/2017 (Monday 12 PM).
10. For Latex certificate: Deepak and Anirban to take permission for using IITG logo.
11. Banner for latex workshop to be designed by Debajit.
12. High tea to be managed by Pralay, Debajit and Vimal along with water bottles (to be brought from Dibang hostel) and plastic cups.
13. Venue preparation to be done by Darpan along with RSF EEE TAs.
14. College visits for advertisement to be done by Debajit, Pralay on 28/08/2017(Monday).
15. "Importance of latex"- As a small article (written by a RSF EEE) to be uploaded on website by Pralay.