

## MoM

<b>Meeting Title :</b> RSF Meet 14		
<b>Minutes:</b> 60	<b>Meeting Date:</b> 28/08/2017	<b>Meeting Time:</b> 5.00 PM

Meeting Location	C1, EEE
Meeting Called by	Anirban Bhowal
Meeting Headed BY	Vimal Kumar Singh Yadav and Anirban Bhowal
Main Agenda	Discussions on Teacher's Day Celebration and Latex Workshop
Attendees	RSF members (07), RSF Lab Reps., RSF TAs, Cepstrum Asst. Gen Sec., Rakesh Jana (Maths Dept. for Latex Workshop)
Absent	Rahul, Vikrant, Darpan
Note Taker	Mr. Vimal K. S. Yadav

### Conclusions:

#### Work distribution for Teacher's Day Celebration:

1. Fifty rupees to be collected from each lab by Lab representative from Ph.D. and M.Tech students and finally submitted to treasurer of RSF EEE (Anirban).
2. Money collection deadline: 31/08/2017 (Thursday).
3. Venue: To be decided later (Options: 3101).
4. Decoration Team: Vineeta, Shikha, Pradipta with RSF TAs Shiv and Gyanendra.
5. Food: Vimal and Pralay.
6. Anchoring: Sandeep, Vineeta, Deepak.
7. Google form to invite performances from students and faculties and mail for money collection to be circulated by 28/08/17 (Anirban).
8. Performance options:
  - (a) Audio Visual (By Vikrant, inputs to be given Anirban and Suman).
  - (b) Drama by Arijit, Suman group.
  - (c) Poem by Mohit.
  - (d) Quiz questions to be collected by G.Sriram and Ankit (RSF TA).
  - (e) Song: Ayush (M.Tech first year)
9. Time of event: 10 AM to 12 PM.
10. Lighting Diya: Deepak
11. Invitation card design by Tilendra and to be distributed by RSF TA team consisting of Ravi, Anurag and Priya along with Deepak.
12. Money from M.Tech first year to be collected by Ravi (VLSI), Shiv (Signal) and Aditya (Power).