

MOM

Meeting Title : MOM_15		
Minutes: 50	Meeting Date: 14/10/2017	Meeting Time: 11 AM

Meeting Location	Core – 2, coffee shop
Meeting Called by	Mr. Anirban
Type of Meeting	Planning
Attendees	3 (Rahul, Pralay, Anirban)
Absent	7(Vimal, Satyajit, Darpan, Debajit Vineeta Deepak, Vikrant,)

S.N.	Agenda Item	Action	Remarks
1.	Commencement of events	3 events are proposed for October and November month 1. Football Tournament 2. Technical Writing 0.1 3. Hands on Technical writing	
2	Proposed dates of events	1. 1 st event – 21/10/2017 2. 2 nd event – 31/10/2017 3. 3 rd event – Mid November	
3	Planning and Duties of Football Tournament	Trophy, Whistle and Referee team – Anirban will coordinate Field Marking (Chuna) – Deepak, Vikrant and Darpan Water/Arrangement – Pralay, Satyajit, Debajit	