

MOM

Meeting Title: MOM_16		
Minutes: 40	Meeting date: 20/10/17	Meeting time: 12 PM

Meeting location	Conference Room
Meeting called by	Mr. Anirban
Type of Meeting	Planning
Attendees	7 (Anirban, Rahul, Pralay, Debajit, Vineeta, Deepak, Darpan)
Absentees	3 (Vimal, Satyajit, Vikrant)

S. No.	Agenda Item	Action	Remarks
1	Schedule for Futsal tournament	The formation of groups and schedule for upcoming futsal tournament was made	
2	Allocation of duties for Futsal tournament	Deepak, Darpan along with 2 TA (Marking of lines) Pralay, Satyajit along with TA-Water Vineeta- Scoring Other arrangements to be made by Anirban	
3	Faculty team for Futsal tournament	It was decided that RSF members would approach the faculties personally for participation	