

MOM

Meeting Title: MOM_17		
Minutes: 60	Meeting date: 06/11/17	Meeting time: 5 PM

Meeting location	2002
Meeting called by	Mr. Anirban
Type of Meeting	Planning
Attendees	7 (Anirban, Rahul, Pralay, Vimal, Satyajit, Deepak, Darpan)+DPPC (Vivek)
Absentees	3 (Deabajit, Vineeta, Vikrant)

S. No.	Agenda Item	Action	Remarks
1	Lab website update	Permission to be taken for lab site update on RSF website	Satyajit is the in charge for this task.
2	Badminton tournament	Tentative slot is 1 st week of January	Anirban and Vivek in charge
3	Cricket tournament	Tentative slot is mid February	Anirban and Vivek in charge
4	Latex workshop	Date not yet fixed but will be held in Feb-March	Vimal in charge
5	Research Scholars' Day	To be held in March-April	To be decided in subsequent meetings
6	Regarding contingency fee for refreshments during defence seminar	To be taken up in next DPPC meeting	Vivek in charge
7	Research conclave initiatives	3MT will be organized by RSF-EEE. List of companies for technical exhibition and promoting events like poster presentation to be done by RSF.	Anirban in charge