

## MOM

<b>Meeting Title: MOM_18</b>		
<b>Minutes:</b> 60	<b>Meeting date:</b> 09/11/17	<b>Meeting time:</b> 5 PM

Meeting location	Conference Room
Meeting called by	Mr. Vimal
Type of Meeting	Planning for events
Attendees	5 (Anirban, Vimal, Satyajit, Vikrant, Debajit)
Absentees	5 (Deepak, Rahul, Pralay, Vineeta, Vivek (on leave))

S. No.	Agenda Item	Action	Remarks
1	Hoodies design for IITG	Hoodies will be designed for IITG community. Vikrant will finalize the design by Sunday. Other members gave their suggestions. Logo permission to be taken by Anirban. It will be released before November end and cost will be proposed by Anirban in the next meeting.	
2	Research Scholars' Day	A detailed draft was made regarding program schedule. Inauguration, guest speaker lecture, oral presentation, poster presentation, quiz, fun games, cultural program, prize distribution and special dinner are the events. Special award to be awarded to the best research scholar in terms of impact factor. A tentative menu was also made with veg and non veg items. Cost will be proposed by Anirban in the next meeting.	Conference centre and mini auditorium to be booked in January by Anirban.
3	Picnic	A picnic will be held for the research scholars in December- January period.	Debajit has been given in charge to propose the schedule in the next meeting