

MOM

Meeting Title: MOM_23		
Minutes: 120	Meeting date: 26/02/18	Meeting time: 4 PM

Meeting location	Conference Room
Meeting called by	Mr. Anirban
Type of Meeting	Planning for RSD and 3MT
Attendees	8 (Anirban, Vimal, Satyajit, Vivek, Debajit, Deepak, Pralay, Pawan)
Absentees	2 (Rahul, Vineeta (on leave))

S. No.	Agenda Item	Action	Remarks
1	RSD Schedule	A tentative schedule has been finalized as listed below.	
2	RSD work allocation	Different members have been allotted different responsibilities. Deadlines for submitting different events have been decided. Volunteers to be allotted under different teams.	Next meeting scheduled after 12 th March.
3	RSD budget proposal	A tentative budget was proposed with tea and high tea to be provided to all participants. Rs 100 registration fee to be taken for webpage workshop and seats will be limited to 50. A total of Rs 8000 fund to be proposed from the department.	Finalization of budget will be done after all entries are taken into account.
4	3MT	Judges panel and other rules have been finalized. Photographs of all participants will be taken.	Darpan will be taking care of audience poll. Anirban and Vivek to fix judges.
5	Cricket tournament	All bills have been settled	

*** For next 3MT meeting, Debajit, Vimal and Deepak won't be called as they are participants in the competition.

Time	Event name	Event no	Volunteers
9 AM-9:30 AM	Inauguration and HOD speech	1	Vineeta +Vimal
9:30 AM - 10:15 AM	Faculty lecture 1	2	Rahul + Satyajit
10:15 AM-11 AM	Faculty lecture 2	3	Vimal+ Vivek
11 AM-11:15 AM	Tea break	4	Debajit

11:15 AM-1:30 PM	Oral session	5	Pawan+Deepak
1:30 PM-2:30 PM	Poster session during lunch break (Lunch won't be provided)	6	Debajit+Pawan(for poster)
2:30 PM-5:30 PM	Webpage workshop	7	Pralay+Satyajit
5:30 PM-5:45 PM	High tea	8	Debajit
5:45 PM- 7PM	Panel discussion	9	Vivek+Anirban
7 PM- 7:30 PM	Cultural	10	Deepak+Vineeta+Darpan
7:30 PM- 8PM	Award ceremony + closing ceremony	11	Anirban+Pralay+Atanu

Fooding- Darpan+Manoranjan

Anchoring-Vineeta

Extra events:

Photography and painting competition: Manoranjan + Darpan +Deepak