

MOM

Meeting Title: MOM_24		
Minutes: 60	Meeting date: 07/03/18	Meeting time: 5 PM

Meeting location	Conference Room
Meeting called by	Mr. Anirban
Type of Meeting	Planning for 3MT in RC 18
Attendees	6 (Anirban, Vivek, Rahul, Pralay, Darpan, Manoranjan)
Absentees	5 (Pawan, Satyajit, Vimal, Deepak, Debajit)

S. No.	Agenda Item	Action	Remarks
1	3 MT	Vineeta- Anchor Darpan, Manoranjan- Audience poll Pralay- Slide timer at the back with buzzer Satyajit- Slide timer at the front Pralay, Satyajit- Making of number placards and setting up of timers with slides. Vivek, Anirban- Judge hospitality and counting up of scores Anirban- Projector arrangement Flow of the event discussed. Dr Sikdar will be called for felicitation. Newsletter to be launched by Satyajit. Spot registration mail to be floated and all ppts to be taken by Saturday.	Reporting time: 8 AM on 11/03/18 Work progress to be briefed by Saturday