

MOM

Meeting Title: MOM_27		
Minutes: 60	Meeting date: 27/03/18	Meeting time: 6 PM

Meeting location	Conference Room
Meeting called by	Mr. Vimal and Mr. Anirban
Type of Meeting	Planning for RSD 18
Attendees	11 (Anirban, Vivek, Rahul, Pralay, Darpan, Manoranjan, Vimal, Debajit, Deepak, Atanu, Kaushik)
Absentees	3 (Satyajit, Vineeta, Pawan)

S. No.	Agenda Item	Action	Remarks
1	Webpage workshop	Speaker from outside to be searched by Debajit. Certificate and remuneration to be given to the speaker	Schedule maybe changed depending upon the workshop.
2	Felicitation	Gamcha to be given to all speakers. Horai to be given to only guest lecture speakers and webpage speaker (if possible)	Gamcha needs to be bought
3	Prizes	Memento to be given to all winners. Certificates to be given to all	6 memento required
4	Menu	High tea menu decided. Lunch packets to be provided to volunteers.	Pralay and Vivek to look after lunch. Kaushik, Debajit and 2 other volunteers will look after high tea
5	Oral/Poster Session	Debajit and Pralay to look after oral while Anirban and Kaushik to look after poster session. Posters for photography and painting to be kept near EMST Lab while the remaining will be displayed in office foyer.	Debajit will look into poster stands
6	Budget allocation	Rs 10000 to be sought from the department for arranging refreshments and prizes. Rest will be funded by RSF fund	Anirban to take necessary action
7	Certificates	Shubh Lakshmi has designed the certificates. They will be printed next week along with other posters.	
8	Painting photography	Pictures have been selected for display.	2 volunteers will be required