

MOM

Meeting Title: MOM_28		
Minutes: 120	Meeting date: 03/04/18	Meeting time: 6 PM

Meeting location	Conference Room
Meeting called by	Mr. Vimal and Mr. Anirban
Type of Meeting	Planning for RSD 18
Attendees	13 (Anirban, Vivek, Rahul, Pralay, Darpan, Manoranjan, Vimal, Vineeta, Deepak, Satyajit, Shubh, R. Bhukiya Kaushik)
Absentees	3 (Debajit, Parth, Pawan)

S. No.	Agenda Item	Action	Remarks
1	Webpage workshop	Rs 100 refundable amount will be charged from EEE research scholars. Pralay and Satyajit to take lab permission and install required softwares.	Pralay to give updates on this in next meeting
2	Schedule	HOD to be invited to give short speech at 10:15 AM.	HOD will be invited by Anirban and Vimal
3	Guest lecture	Rahul and Satyajit to coordinate, Vineeta to anchor. HOD sir to felicitate	
4	Oral and poster session	Vimal and Bhukiya to coordinate, keep time, take slides etc. Judge sheet will be prepared by Vineeta. Judges will be approached by Vimal and Bhukiya For poster session, Kaushik and Anirban to coordinate, approach judges.	Felicitations to be done by Vimal. Judges name and sheet to be given in next meeting
5	Technical team work	Pralay to make feedback forms, Vineeta to prepare judge sheet for oral poster sessions	All forms to be submitted on Thursday to Anirban for printing
6	High tea and lunch	High tea menu decided and attached in Annexure I. 50 packets to be ordered. Lunch to be ordered by Pralay and Vivek. Special chicken thali-14 and special veg thali-6 to be ordered. Debajit and Parth to arrange high tea	
7	Open Mind	Rahul to anchor. Sikdar Sir to felicitate, Vimal, Vineeta and Vivek to prepare questions	

8	Photography team	Pralay will arrange someone for HOD and guest lecture, Arijit to continue after lunch, another backup video cameraman required	Pralay will update about it in next meeting
9	Panel discussion	Vivek and Anirban to coordinate, Dandapat Sir to felicitate Panel members finalized	
10	Painting and photography	Voting done to finalize winners and decide which pictures will be posted. Darpan and Manoranjan to take printouts	
11	Poster stands	Debajit in charge	Work deadline- Tuesday
12	Painting and photography display	Parth Kaushik Anirban Atanu (if possible)	
13	Cultural	Deepak in charge.	Deepak will report list of items and the final schedule in next meeting
14	Decoration	Shubh Lakshmi in charge. Anirban and Vimal to assist	Decoration to be done on Thursday at 6 PM
15	Publicity	Deepak to take printouts of posters. Schedule poster A3-2 copies, A4- 3 copies, panel discussion posters A4-5 copies	Work to be completed by Tuesday
16	Invitation cards	Cards to be given to all faculties by Deepak, Manoranjan and Parth Anirban to take printouts -46 copies	Work to be done by Thursday
17	Invitation mail	Anirban to draft mail and start sending to campus junta, speakers and participants from Wednesday	
18	Event media coverage	Short write-ups of all events required. Rahul- Guest lecture, Vimal- OM Anirban- Panel discussion Vineeta- rest of the events	To be published in newsletter
19	Hoodies	Final bill presented and signed by all members	
20	MRA and BRA awards	Results disclosed	
21	Anchoring team	Vineeta-Guest lecture Vimal- Oral Rahul-OM Vivek-Panel Vineeta- Cultural and valedictory	
22	Inauguration	Small ppt to be screened	

ANNEXURE 1

- Patties
 - Laddu
 - Tea
 - Biscuits
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- Samosa
 - Momo (2/3 pcs)
 - Tea
 - Biscuits

TEAM LIST

PR Team- Deepak (in charge), Parth

Creative Team- Shubh (in charge), Kaushik, Anirban, Vimal

Photography team- Pralay (in charge), Arijit

Technical team- Vineeta (in charge), R. Bhukiya, Satyajit, Pralay

Fooding, hospitality- Debajit (in charge), Pralay, Vivek

Registration and finance- Anirban (in charge), Pralay, Shubh

Event management- Rahul (in charge), Debajit

Painting/photography- Darpan, Manoranjan

Overall coordinator- Anirban, Vimal