

MOM

Meeting Title: MOM_29		
Minutes: 60	Meeting date: 05/04/18	Meeting time: 6 PM

Meeting location	Seminar Room
Meeting called by	Mr. Vimal and Mr. Anirban
Type of Meeting	Planning for RSD 18
Attendees	12 (Anirban, Vivek, Rahul, Pralay, Vimal, Vineeta, Deepak, Satyajit, Shubh, R. Bhukiya Kaushik, Debajit)
Absentees	2 (Darpan, Manoranjan)

S. No.	Agenda Item	Action	Remarks
1	Planning for events	A detailed action plan was taken for RSD where each member was assigned responsibilities.	
2	Decoration	Decoration to be carried out from 8:30 AM on 6 th April	
3	Checking of equipments	All equipments were found to be in order. Only musical instruments to be arranged from Dibang	Anirban to arrange