

MOM

Meeting Title: MOM_30		
Minutes: 60	Meeting date: 12/04/18	Meeting time: 4 PM

Meeting location	Seminar Room
Meeting called by	Mr. Vimal and Mr. Anirban
Type of Meeting	Planning for RSD 18
Attendees	8 (Anirban, Vivek, Rahul, Pralay, Vimal, Vineeta, Deepak, Satyajit)
Absentees	3 (Darpan, Manoranjan, Debajit)

S. No.	Agenda Item	Action	Remarks
1	RSD billing	Final expenditure was proposed by Anirban and signed by corresponding members	
2	Webpage workshop refund	Refund to be given to all those who had registered for the event	
3	Photographs of RSD and website update	All events and technical section to be updated by Pralay and Satyajit	
4	RSD snacks party	RSD team party finalized on Monday (16 th April) at IRCTC 5PM	
5	Final newsletter	Rahul to draft final version of newsletter where all members will contribute	
6	RSF-EEE elections	Call for new team to be released by Vivek on 12 th April, last date of nomination filing-19 th April, Interview panel (Vimal, Anirban and Rahul) with Pralay as invitee if required to conduct interviews on 23 rd April	