

MOM

Meeting Title: MOM_31		
Minutes: 30	Meeting date: 26/04/18	Meeting time: 5:30 PM

Meeting location	Seminar Room
Meeting called by	Mr. Anirban Bhowal
Type of Meeting	Discussion regarding pending work
Attendees	9 (Anirban, Vivek, Debajit, Pralay, Vimal, Darpan, Deepak, Satyajit, Manoranjan)
Absentees	2 (Rahul, Vineeta)

S. No.	Agenda Item	Action	Remarks
1	Advisory committee for 2018-19	An advisory committee formation was proposed by the executive members. The team would comprise of Anirban, Pralay and Vimal as was decided by voting among all executive members. It was also decided that the advisory committee members could only be removed by the faculty advisor. Decision on this would be taken by the	
2	Lab representatives	new executive committee as present lab representatives are unwilling to continue. Updates are required like alumni	
3	Website update	section update, past events update including RC 3MT video, RSD photography painting pictures, winners list, bylaws in downloads section, skype booking details under utilities. Annual report will be drafted. Events	Pralay and Satyajit to complete all work by 15 th May
4	Annual report	section would be drafted by Vimal and Anirban to draft the expenditure section and other details A joint session will be called with the	Deadline: 20 th May
5	Future plans	new team in 1 st week of May and valedictory session will be held after 20 th May. Meanwhile official process for handover may be started by CEF and Treasurer. A certificate for the speaker Dr.	
6	Certificate for speaker	Brajesh Rawat may be released along with certificate of the earlier speaker Mr. Amit Kumar Baghel	