

MOM

Meeting Title: MOM_32		
Minutes: 90	Meeting date: 07/05/18	Meeting time: 5 PM

Meeting location	Seminar Room
Meeting called by	Mr. Anirban Bhowal
Type of Meeting	Ice breaking session for new team
Attendees	15 (Anirban, Vivek, Rahul, Pralay, Vimal, Darpan, Satyajit, Manoranjan, Atanu, Birjit, Nayan, Sourav, Himakshi, Arijit, Samarjeet)
Absentees	6 (Vineeta, Debajit, Satyajit, Deepak, Arunima, Upasana)

S. No.	Agenda Item	Action	Remarks
1	Interaction with new team	New team members were introduced and old members shared their experiences.	
2	Inclusion of new team members	Decision was taken to include certain new members for the vacant posts. New CEF was given charge to call nominations for the vacant posts and select the two new members if no other nominations are filed. The new members are Himakshi as event manager and Upasana as welfare secretary.	
3	Decision regarding control of accounts	Passwords of webmail, gmail, youtube, linkedin and bank to be given to Atanu and a separate gmail account will be opened by the new team. Control of facebook group given to Atanu also. Bank application regarding change of signature to be given by Atanu and new treasurer. Newsletter application to be submitted by new team to office.	
4	Valedictory session	Valedictory session to be conducted after 20 th May. Atanu will check availability of guest house and inform. Other works include arranging certificates, mementos for outgoing members	Another meeting may be called upon after 20 th May to finalize the program.
5	Annual report	Annual report will be presented during valedictory session by Vimal and Anirban	
6	Updates on 3MT video and pending web management work	Darpan and Pralay to complete all pending works by 15 th May	
7	Newsletter	All old executives to submit a writeup by 10 th May, other pending sections to be completed by 20 th May	