

MOM

Meeting Title: MOM_12		
Minutes: 60	Meeting date: 01/03/19	Meeting time: 12 PM

Meeting location	C1
Meeting called by	Mr. Atanu Purkayastha
Type of Meeting	Planning for future events
Attendees	11 (Anirban, Atanu, Darpan, Birjit, Sibasis, Samarjeet, Himakshi, Manoranjan, Nayan, Arijit, Bikram)
Absentees	3 (Anurima, Upasana, Rahul)

S. No.	Agenda Item	Action	Remarks
1	Matlab workshop schedule	<p>The timings are as follows:</p> <p>09/03/19</p> <p>Registration-8:30 AM-9:30 AM</p> <p>Opening ceremony (HOD & Faculty Advisor speech)- 9:30 AM-9:45AM</p> <p>High tea- 9:45 AM-10 AM</p> <p>1st Lecture (Tilendra)- 10AM-1PM</p> <p>Lunch break 1PM-2PM</p> <p>2nd lecture (Aniruddha)- 2PM-5:15PM</p> <p>Tea break- 3:30PM-3:45 PM</p> <p>10/03/19</p> <p>3rd lecture (Sarfaraz)- 9:30AM-12:45PM</p> <p>High tea- 11AM-11:15 AM</p> <p>Lunch break 12:45 PM-1:45 PM</p> <p>4th lecture (Sumit) 1:45 PM-5PM</p> <p>Tea- 3:15 PM-3:30 PM</p> <p>Valedictory 5PM-5:30PM</p>	Syllabus have been provided by speakers.
2	Other work distribution for Matlab workshop	<p>Poster (internal and external)- Manoranjan</p> <p>Certificate- Bikram</p> <p>Anchor- Nayan</p> <p>Gamocha- Nayan</p> <p>Mailing- Birjit</p> <p>Tenthouse- Anirban and Birjit</p> <p>Refreshements+ Kits- Darpan+Arijit</p> <p>Event management- Sibasis</p> <p>Samarjeet</p>	
3	Funding from SAB	The final approval from SAB is pending, but an amount of Rs 15000 may be contributed from SAB provided SAB logo and silver jubilee term is included in the banners.	Atanu and Darpan to meet GS-SAB and finalize it
4	Accommodation	20 rooms in Dibang and 10 rooms in Subansiri have been arranged. Participants need to pay Rs 100 for room rent plus Rs 100 for materials	

		(mattresses, pillows etc.) per day. For that a separate mail will be sent to external participants and a deadline of Tuesday will be given. Anirban to arrange materials for rooms.	
5	Speakers meeting	Samarjeet and Sibasis to search for volunteers and provide details to speakers. Soft copy of codes and other materials will be collected by them. A meeting with speakers has been called on 06/03/19.	
6	3MT in RC 2019	Judges to be finalized. Nayan (HSS/ Design) Upasana + Himakshi (Civil/Mechanical) Samarjeet+Sibasis (CSE/EEE)	