

## MOM

<b>Meeting Title: MOM_13</b>		
<b>Minutes:</b> 90	<b>Meeting date:</b> 06/03/19	<b>Meeting time:</b> 5:30 PM

Meeting location	Seminar Room
Meeting called by	Mr. Atanu Purkayastha
Type of Meeting	Planning for Matlab workshop and 3 MT
Attendees	10 (Anirban, Atanu, Darpan, Birjit, Sibasis, Samarjeet, Himakshi, Rahul, Nayan, Arijit)+ 4 Invitees (Aniruddha, Tilendra, Sarfaraz, Sumit)
Absentees	4 (Anurima, Upasana, Bikram, Manoranjan)

S. No.	Agenda Item	Action	Remarks
1	Matlab workshop	Speakers gave a brief speech regarding their plan of action and course material. All speakers were instructed to submit their course materials in soft copy version by Friday morning. All codes will be mailed to participants by Friday.	Other necessary suggestions were given to speakers
2	Volunteers	Samarjeet and Sibasis were asked to arrange 3 volunteers for each session. All volunteers, team members and speakers to have packed lunch. (Approx 150 per plate). Samarjeet to take care of lunch.	
3	Funding from SAB	It was informed by Darpan that SAB has donated Rs 2000 to RSF as a token of appreciation	
4	Accommodation	4 rooms in Dibang and 6 rooms in Subansiri have been allotted for external participants. All prior arrangements will be done.	
5	3 MT	RSF will conduct the event and take necessary steps of action in consultation with RC committee.	