

MOM

Meeting Title: MOM_11		
Minutes: 90	Meeting date: 18/02/19	Meeting time: 7 PM

Meeting location	Seminar Room
Meeting called by	Mr. Atanu Purkayastha
Type of Meeting	Planning for future events
Attendees	9 (Anirban, Atanu, Darpan, Birjit, Sibasis, Samarjeet, Arunima, Manoranjan, Nayan)
Absentees	5 (Himakshi, Upasana, Arijit, Bikram, Rahul)

S. No.	Agenda Item	Action	Remarks
1	Matlab workshop schedule	The timings are as follows: 09/03/19 Opening ceremony- 9AM-10AM 1 st Lecture (Tilendra)- 10AM-1PM Lunch break 1PM-2PM 2 nd lecture (Aniruddha)- 2PM-5PM 10/03/19 3 rd lecture (Sarfaraz)- 9AM-12PM Lunch break 12PM-1PM 4 th lecture (Sumit) 1PM-4PM Valedictory 4PM-5PM	Syllabus have been provided by speakers.
2	Other work distribution for Matlab workshop	Poster (internal and external)- Manoranjan Certificate- Bikram Anchor- Nayan Publicity- Nayan, Arunima, Birjit, Sibasis, Atanu Event management- Birjit, Samarjeet, Himakshi Accounts- Darpan	
3	Registration fees	The registration fees has been fixed as Rs 500 for internal participants and Rs 800 for external participants. Decision on GST will be confirmed by Darpan.	
4	Expenditure of workshop	Gamcha+Rs 1000 remuneration will be provided to each speaker. (Cost 4400) Refreshments for organizing team (Rs 80*25=Rs2000) Poster + Water+ Batter+ Marker +Certificates= Rs1000 Valedictory dinner party for RSF members= Rs 7500 Total expenditure=Rs 14900 For participant, expenditure is Rs 170 per participant (cost includes kit, notebook, certificate, refreshments).	As informed by Darpan, previous RSF funds collected form Latex workshop have been exhausted.

5	Registration details	Deadline for filling up of forms- 28 th February with extension upto 2-3 days	Posters and mails to be drafted for publicity.
6	3MT in RC 2019	No. of participants to be restricted to 35 by first come first serve basis with a waiting list provision. Judges to be decided by Birjit and Atanu. (1 from Mech/Civil, 1 from CSE/EEE, 1 from HSS, 1 from Basic sciences)	Another meeting will be held later to discuss other modalities.
7	Newsletter	Since funds have been exhausted and department won't be able to provide funds as of now, so newsletter publication has been deferred.	
8	Cricket tournament	Expenditure is as follows: Ball- 4*80=Rs 320 Rope- Rs 400 Labour charges- Rs 200 Certificates- 15*28=Rs 420 Winners trophy= Rs 500 Man of the series trophy- Rs 300 Medals- Rs 560 Refreshments- Rs 2400	
9	Work distribution for cricket tournament	Certificates to be designed by Bikram. Birjit, Sibasis, Sanjib and Samarjeet to take care of ground work Anirban to arrange refreshments including puri, sabji, eggs, bananas, glucose and water. Auction has been held to form teams already and schedule will be released later.	