

Minutes Of Meeting-

Meeting Title : MoM		
Minutes: 50	Meeting Date: 29/01/2019	Meeting Time: 5 PM

Meeting Location	2002
Meeting Called by	Dr. Arun Tej M.
Type of Meeting	General
MoM prepared by	Rahul Sharma
Attendees	10 (Atanu, Arijit, Sibasis, Arunima, Birjit, Samarjeet, Manoranjan, Nayan, Upasana, Rahul)
Absent	3 (Darpan, Himakshi, Bikram)

S.N.	Agenda Item	Action	Remarks
1.	Minutes of Meeting (MoM)	Dr. Arun Tej suggested to upload MoM on website and also said to upload all the previously prepared MoM.	
2	Newsletter	<ol style="list-style-type: none"> 1. Discussion has been made on Newsletter's various sections which are still pending. 2. Dr. Arun Tej also asked to forward him the details of faculty corner section so that he can approach faculties for this. 3. It has been decided to release first issue of 2018-19 Newsletter before Mid sem exam. 4. Editors also said to release its second issue in May-June'19 (before the end of their tenure). 	
3	Workshop	Department is going to organize a series of lectures to mark the silver jubilee year of the Institute. Therefore, RSF team has decided to conduct a workshop on machine learning and AI along with this lecture series.	Dr. Arun suggested to talk to Dr. Guha regarding this.

4	RSF Account	<ol style="list-style-type: none"> 1. It is instructed to check the GST details of Latex workshop. 2. It is also suggested to show the expenditure of Teacher's day (for which money was collected from RS) to RS of the department. 	Darpan will take care of all these.
5	3 MT	RSF is going to organize 3MT in Research Conclave.	