



MINUTES OF MEETING

DATE: 04-08-2025

TIME: 9:00pm to 9.40pm

MODE: Online (Jitsi)

AGENDA: Final event coordination and checklist review

POINTS DISCUSSED:

- The meeting commenced at 9:00 PM.
- The "Meet the Team" poster design was finalized and will be posted on socials after the event, in addition to internal circulation.
- The recruitment poster was discussed and will be ready by next weekend.
- Dress code confirmed as black collared T-shirt for all organizers.
- Reporting time for all organizers set at 8:30 AM on the day of the event.
- Roles and responsibilities during the event were discussed and assigned to all team members.
- The event flow was confirmed.
- Venue layout was reviewed and finalized, including spaces for help desks and the attestation counter.
- The hardware checklist was discussed – all essential equipment and backups have been arranged.



FOSS Club

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

ATTENDEES:

1. Harsh
2. Tarun
3. Rishi
4. Kenisha
5. Inigo
6. Kanav
7. Vaibhav
8. Sachin
9. Giri



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