Saurus'24 Strategic Coordination Meeting

Venue : Online(Google Meet)

Date of Event : 16.03.2024[Afternoon Session]

Topic : Discussion on an event(Saurus'24) to be conducted in the month of April.

Members attended : 25

Points Discussed:

1. **Overview of Competitions :** The general format and specifics of the competitions to be conducted during Saurus'24 were discussed.
2. **Committee Allocation:** Four committees were formed, each assigned to manage one of the four events planned for Saurus'24. These committees were developed in collaboration with the office bearers.
3. **Comprehensive Explanation:** Jagadeesh and Hemalatha provided a detailed explanation of the competitions, ensuring all organizers were fully informed about the event's activities.
4. **Event Agenda Framing:** The responsibility of framing the event agenda was delegated to the four committees formed by the secretaries.
5. **Technical Committee Roles:** The roles and responsibilities of the Technical Committee were outlined for the successful execution of the event.
6. **Tasks Assignment:** The Technical Committee was tasked with creating forms and drafting emails to be sent to the participants, streamlining communication channels.

7. **Event Coordination Group:** A WhatsApp group was established to facilitate seamless coordination and updates among the organizers for effective event management.

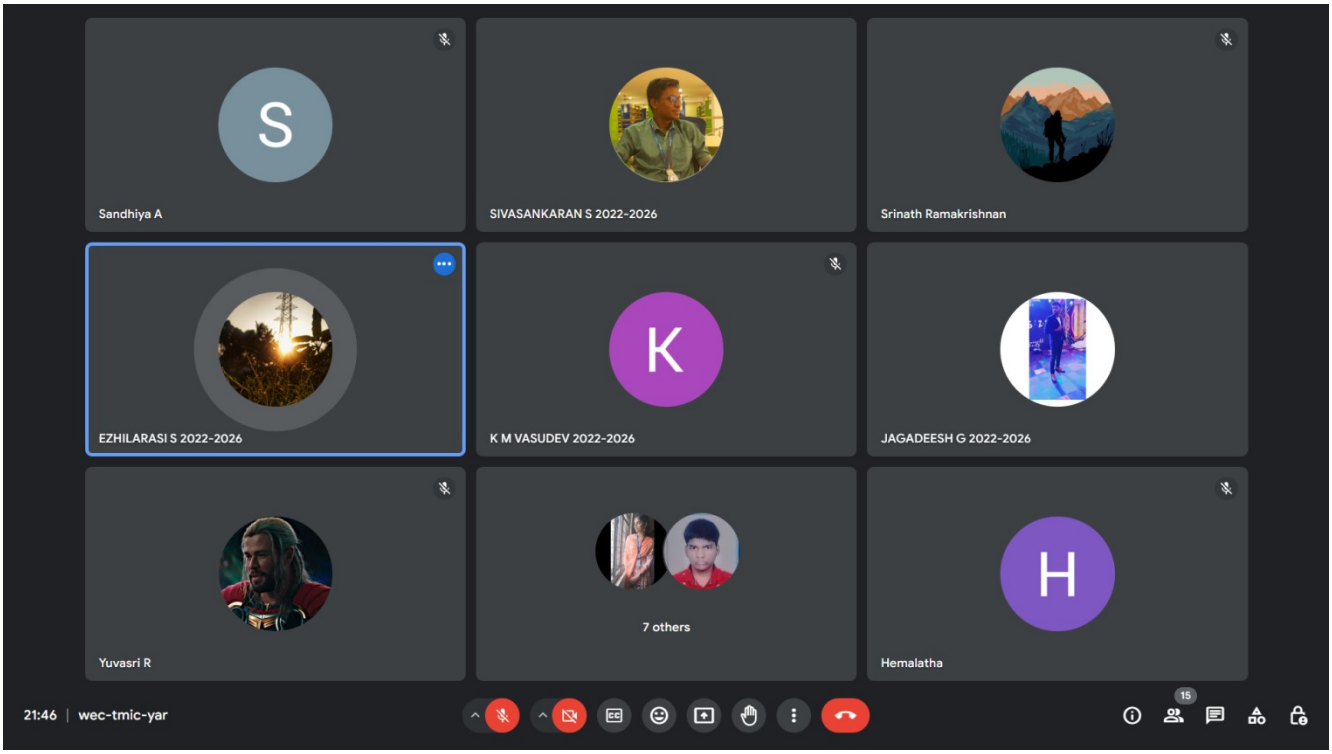
Action Items:

1. Each committee to draft and finalize event agendas.

2. Technical Committee to create necessary forms and draft participant communication emails.

3. Organizers to actively participate and contribute to the WhatsApp group for ongoing coordination.

Next Meeting: To be announced, focusing on progress updates and further planning for Saurus'24.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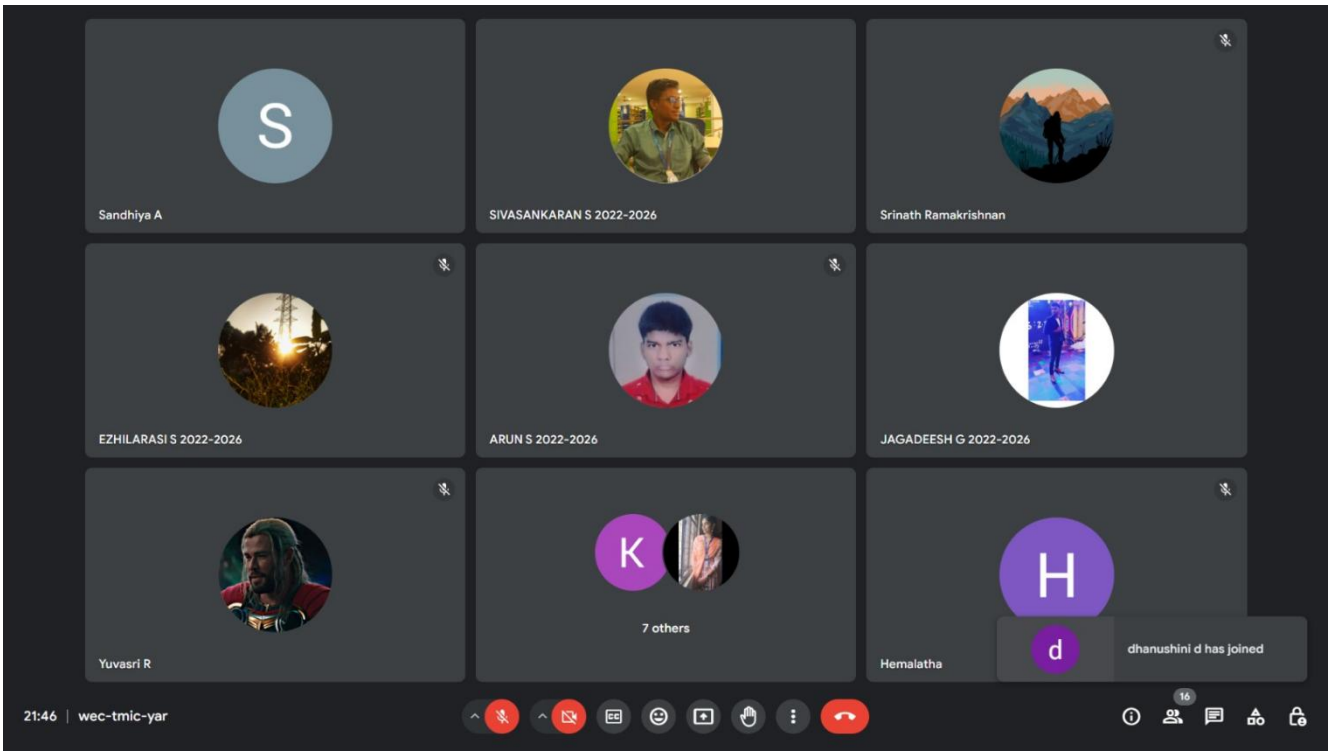
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Reported by : Dr. Soma Prathiba, Chapter Advisor, SEC IEEE CS SBC