



Meeting Minutes

DATE: 20 Nov, 2025

TIME: 1:00 PM to 2:00 PM

LOCATION: 1C102

Meeting called by	Ravi
Type of meeting	Regular Meeting
Minutes taken by	Adit
List of attendees	Adit, Ravi, Farzana, Akhila, Binod
List of absentees	None
Excuses	
Agenda	1. Land Acknowledgement 2. Updating Exe. on the group Ratification status 3. Status on the financial applications and suggestions for the other exe. a. Funding proposal drafts b. Applications to GSA 4. Discussing on the shared work folder and further work plans 5. Updating and encouraging exe. to be part of upcoming conferences and workshops 6. Follow-up on the GSA council meeting, and other departmental events 7. Discussion and work distribution for the Christmas event a. Space booking b. RSVP, all prof. will be invited voluntarily (no need for the RSVP) c. Food and games d. Pictures and social media updates
Content	• Land Acknowledgement ○ To include the land acknowledgement in our events • Ratification process done from our side • Status on the financial applications ○ Proposal draft completed ○ Started process for proposal submission for OPUS, EAT, GSA, and College of Engineering



	○ Akhila to send proposal to SIGMA soon • Files and Folder Sharing ○ Files and Folders of EGCC Events are shared to each executive ○ Updating the folders can be done by anyone (including pictures and videos for social media posts) • Update about future conference and events ○ Discussion on International conference on July 2026 • Discussion on Christmas Event ○ Space booking will be done 2 weeks before, form to be obtained by Ravi for space booking – Hardy Lab ○ Add Food Restrictions in the RSPV form ○ RSPV to be sent on 1st week on December ○ Food: Pizza & Samosa, Drinks: Cold Drinks ○ Games: 2 games already acquired, more to be brought ○ Pictures & Videos: Executives and Volunteers responsible
	Next Meeting: 1st week of December depending on availability of all executives