



Meeting Minutes #

DATE: 10 Feb, 2026

TIME: 5:00 PM to 6:00 PM

LOCATION: Engineering Library

Meeting called by	Ravi
Type of meeting	Executive Meeting
Minutes taken by	Adit
List of attendees	Ravi, Akhila, Binod, Adit, Farzana
List of absentees	
Excuses	
Agenda	<ol style="list-style-type: none">1. E3MT Discussion:<ol style="list-style-type: none">a. Room Booking Updateb. Ideas to make presenters aware of their time during presentationc. Necessary preparation updates regarding presenters check-in time, tablecloth furniture, foods.d. Update on the number of participants and proposing to extend the deadline for registration.2. Update on the 49th C.J. Mackenzie Gala attended by the executives.
Content	<ol style="list-style-type: none">1. E3MT Discussions:<ol style="list-style-type: none">a. Room for E3MT has been shifted to 2C40 as the library space booking was rejected.b. Two types of cards are to be used for making the presenters aware of their time during presentation:<ol style="list-style-type: none">i. Yellow Card: Shown when 1 minute is remaining out of 3 minutesii. Red Card: Shown when 15 seconds is remaining out of 3 minutesc. Regarding Tablecloth & Flowerpots, Binod is going to follow upd. Participants are called on the E3MT day for compulsory check-in between 9:30 AM to 10:30 AM.

	<ul style="list-style-type: none">e. Brochure is being constantly updated by Adit & Farzana depending on the information received (judges' bio, participants' presentation time, welcome message, etc.)f. Foods and drinks to serve include pizzas (veg & chicken), cold drinks, and water bottles.g. Since the number of participants are not there as last year, deadline is to be extended for registration upto Feb 13 and slide submission upto Feb 15. <p>2. Regarding the C.J. MAckenzie Gala, the attended executives noted that the event was well-organized and offered valuable networking opportunities, and provided a positive environment for engaging with faculty, alumni, and industry representatives.</p>