

A Report
on
**Strategic Event Planning and Volunteer
Coordination for Effective Promotions
2024**

Organized by

**Marwadi University Student Branch and
IEEE Gujarat Section**

**Time: 8:00 PM to 9:30PM
Date: 20th September 2024
Location : Virtual Mode**

Team Behind the Meeting

Meeting Coordinator

Shashank Bagda
Chair
IEEE MEFGI SB

&

Nikul Maheshwari
Vice Chair
IEEE MEFGI SB

Agenda

1. Welcome and Introductions

- Chair's welcome remarks.
- Introduction of key attendees.

2. Event Planning Finalization

- Review of the event timeline.
- Distribution of tasks and responsibilities among student members.
- Coordination of promotional efforts.

3. Volunteer Roles and Responsibilities

- Assigning specific tasks to volunteers.
- Clarifying expectations and deliverables for each volunteer.

4. Suggestions and Open Discussion

- Open floor for any suggestions or concerns from participants.
- Addressing questions related to the event or promotions.

5. Closing Remarks

- Recap of key decisions.
- Next steps and deadlines.
- Encouragement to participate in making this year's Student Branch a success.

Meeting Objective

- The primary objective of this meeting is to ensure all students involved in planning the IEEE Awareness Event and those who are interested in developing our Student Branch are aligned on roles, responsibilities, and tasks. The meeting will also serve to finalize key event planning details and provide a platform for volunteers to receive guidance and clarification on their roles.

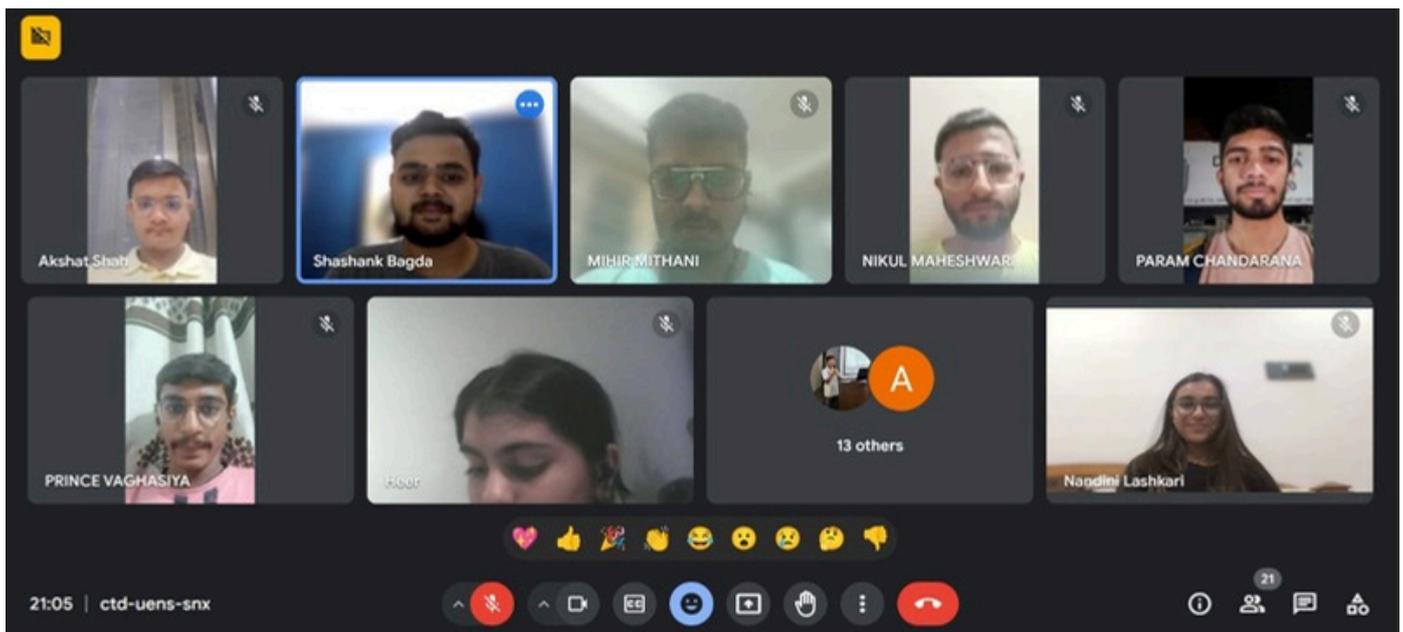
Meeting Overview

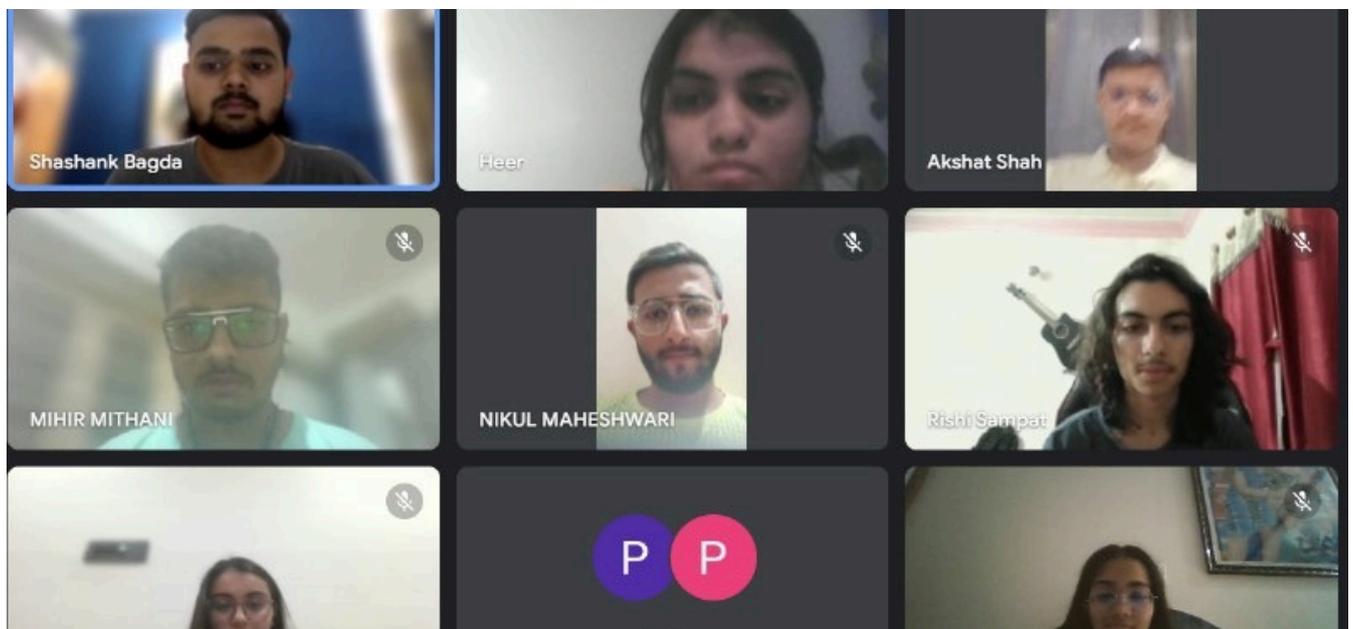
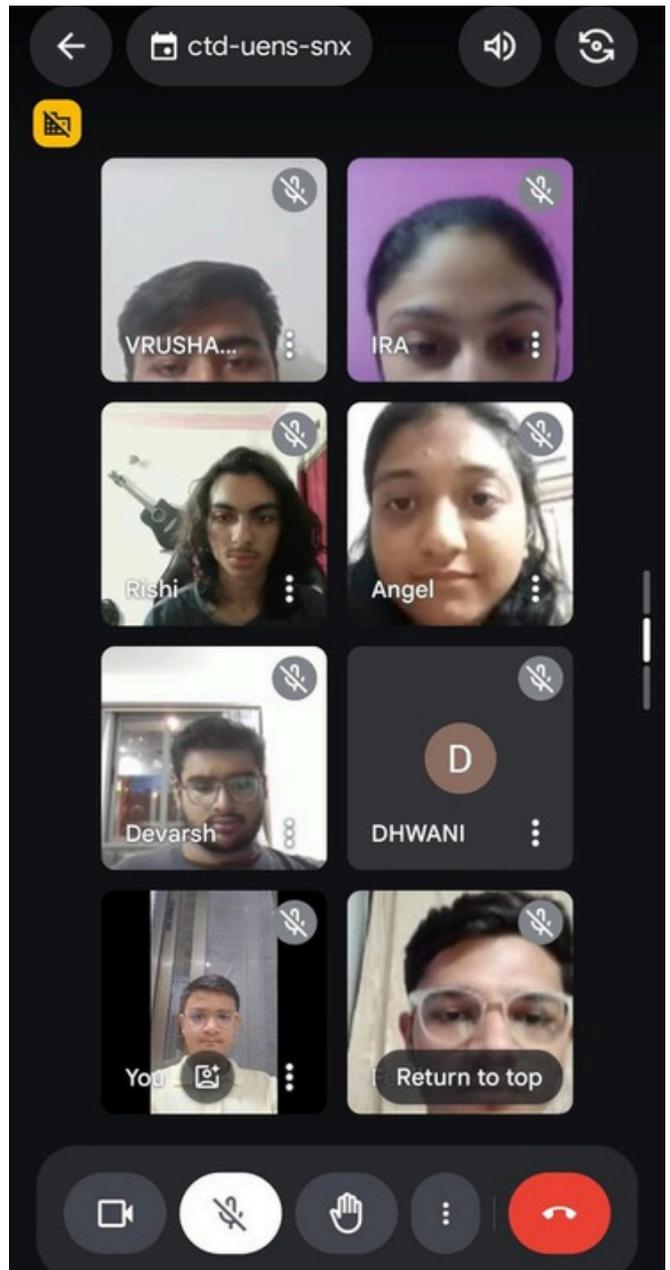
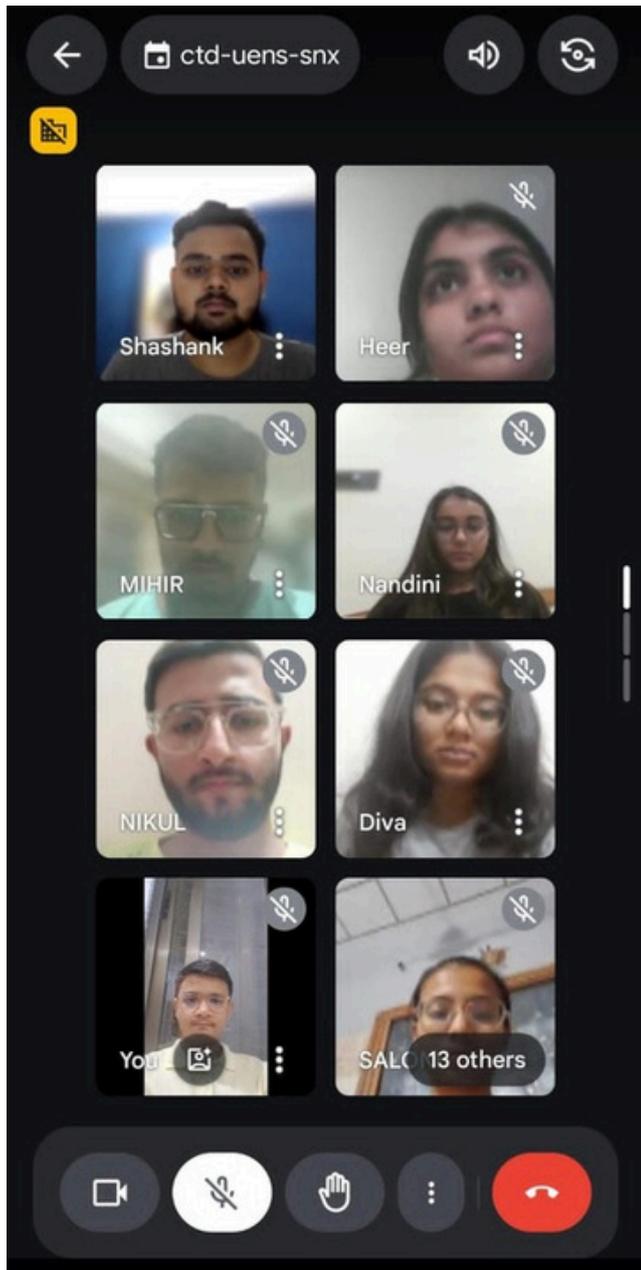
- This meeting will bring together students who have shown interest in participating in our IEEE Awareness Event planning and the development of our Student Branch. During the session, we will finalize the details of the event planning, assign specific roles to volunteers, and ensure everyone understands their responsibilities. Additionally, participants will have the opportunity to voice suggestions or concerns, fostering an open environment for collaboration and idea sharing. The meeting will aim to create a structured approach to ensure the success of our promotional efforts and overall event organization.

Conclusion

- The meeting will conclude with a summary of the decisions made regarding event planning and volunteer management. Clear next steps will be outlined, including deadlines for tasks and follow-up meetings, ensuring all participants leave with a solid understanding of their responsibilities and expectations. This will set the stage for a well-coordinated and successful IEEE Awareness Event, contributing to the growth and recognition of the MEFGI Student Branch. Everyone's continued involvement and dedication will be instrumental in achieving our goal of making this the best year for our Student Branch.

Glimpses of the Meeting





Report Compiled By:

Fenil Vadher
(Co-Chair - IEEE WIE MEFGI)