

# Minutes

Date	Venue	Time
27.04.2022	TNSDC -Conference Hall	4:00 PM

## Participants

- PD (T)
- PD
- CSO
- VPs
- AVPs
- PMs
- Sr.Associates
- TNSDC staffs
- MGNF

## Agendas Discussed

1. PD discussed about number of stalls and stalls from the companies, S.P. Raja gave below stalls details,
  - ◆ Around 15 stalls cand accommodate, stalls from Siemens, Desalt,GE, Auto desk finalized till now
2. PD (T) instructed AVP media to prepare a checklist
3. PD (T) instructed Mr.S.P.Raja to prepare guest list and to get approval from Managing Director
4. PD instructed AVP media to prepare minutes to minutes plan of the event.
5. PD (T) instructed AVP (Media) to post the TNSkills poster in all social media after getting approval from MD madam
6. Below PMs will be responsible for Students mobilization,
  - ◆ ITI ? Mr.Singathevan
  - ◆ School ? Mr.Pinky and Mr.Vinoth
  - ◆ Engineering colleges ? Mr.Arun and Mr.Francis
  - ◆ Arts and Science ? Ms.Bruna and Mr.Kalyan
  - ◆ Polytechnic ? Mr.Arun and Deepak
  - ◆ Ms. Pinky instructed to coordinate with Ms.Sushila, other students mobilization team also need to coordinate with respective in-charge and need to prepare a list of number of students, HM/AHM/Coordinator Name and contact number
7. PD instructed to bring the students who done real time projects
8. Mr. Anand suggested to bring 2-3 VC projects, in this regard, PD,CSO instructed him to work on the VC projects which is lively and creative, the work flow need to get approved from Managing Director.
9. Mr. Arul will do the seating arrangements
10. Students kit will be distributed during the registration
11. Since there is no break, no refreshments will be given
12. Food ? Mr.Boopathy will plan the menu and need to get approval from MD madam
13. Industry ? Mr.Periyasamy, Mr.Om Prakash, Mr.Lokesh, Mr.Deepak, Ms.Swetha -need to finalize 15 industries before 28th April Morning
14. 3 types of tags are planned (Guest, students and NM Team)