

MINUTES OF THE MEETING

Administrative meeting – I

Date: 4-07-2019, Thursday

4:00 PM -4:10 PM

Today all the members of IEEE student branch in UCEN-JNTUK gathered to discuss the two main topics. First thing is about grouping of our IEEE student branch members into different categories like **content writing, social media and organization**. Second thing is about the funding programs and events that we are planning to conduct.

Our student branch chairman explained about the three categories which are trivial in making a student branch effective. She made an introductory so that each member gets an idea to select the role they play.

4:10 PM - 4:20 PM

Everyone was given 10 minutes of time to select one of the three categories and to discuss among themselves. This is to make everyone to select the group that best fits their abilities to perform well. Finally in these 10 minutes each one selected their interested group out of three and grouping is completed.

4:20 PM - 4:30 PM

After the grouping student branch chairman now talked about the responsibilities of the members of the respective groups. First is about content writers.

Content writers: All the descriptions about the events and activities is done by the content writers. They take all the written part which is important in attracting all the readers and to make them aware of the activities conducted by the student branch. No one can become a good content writer for first time, this needs a lot of hard work to improve. For every initiator in content writing can be benefited from the branches like IEEE Collabratec, IEEE

Resume Lab, IEEE Authors, IEEE Xplore, IEEE magazines, spectrum, and potentials. Taking active part in the above branches every day will definitely help them out to become a good content writer. In this way every individual who are interested in content writing can participate. This is a good platform to develop and enhance the skills of every individual who take active part in this.

SOCIAL MEDIA: What is the reason behind conducting the activities? To share knowledge! Exactly this is the main reason to conduct activities. We find many people around us who are interested to learn many beautiful things of science but many remain without any source. To help all those people around, Social Media is a platform which invites number of students to learn and join us in the activities we conduct. This isn't only for the learners, also to the people who loves to expertise the fields of science and technologies. So main role of the social media members is to invite the people around and make them aware of the activities we conduct.

4:30 PM - 4:40 PM

ORGANIZATION: Unlike the content writing and social media Organization totally talks about the present. It is from inviting the guest lectures to the completion of the meeting. The events with good organization will definitely have a good content to describe and to attract all the learners around. So Organization is back bone in making a student branch effective. All the members in the organizing group will be given the details about the guest lecturers, they should perform their role in inviting them, hospitality and in every single part till the completion of the event.

In this way she had explained the responsibilities of the respective group members. As we inaugurated our student branch in the month of February this is our first time to conduct activities but we planned to go for the student congress held at Hyderabad to get aware of the activities conducted by the other student branches.

4:40 PM - 4:50 PM

Next 10 minutes is all about the planning to get funding and about the activities. Everyone expressed their ideas and topics to conduct the activities. They discussed about the topics like:

.Block chain technology

.Crypto currency

.Data science

.Heat trap and Desalination

4:50 PM - 5:00 PM

Last 10 minutes was taken by Student Branch Counselor, Dr. Y S Kishore Babu Garu. Sir has encouraged every member for their active participation and for their ideas. He suggested some people to invite them as guest lecturers to expertise the topics like Hybrid and Electricity, E-Bikes, IT basics.