

Thank you for joining the meeting.

Below are the points discussed, For more details check the master list.

1st Weekly Call - 01/03/2024			
#	Name	Role	Present(Y/N)
1	Suresh Bandaru	President	Y
2	Rupendra Vemulapalli	President Elect	Y
3	Suneetha Potnuru	General Secretary	Y
4	Tiru Chillapalli	Treasurer	N, Informed
5	Suneel Devarapallu	Cultural Secretary	Y
6	Priyanka Gaddam	Educational Secretary	Y
7	Venkata Gokyada	Media Secretary	Y
8	Krishna Inapakuthika	Technology Secretary	N, Informed
9	Chalamayya Batchu	Sports & Youth Secretary	Y
10	Satya Nagendra Guthula	Community Services Secretary	Y
11	Suma Pothini	Womens Services Secretary	Y
12	Sreenivasulu Ramisetty	Event Secretary	N, Informed
13	Sasi Kumar Reddy	Literary Secretary	Y
Agenda and Meeting Minutes:			
1	Welcome the team , Give quick updates and handover to Suneetha	Suresh	Expectations; Updates; Welcome new team members - Suma & Chandu
2	Walkthru and Update Sankranthi Check list and task assignments	Suneetha	Will update the checklist in drive. Send the meeting minutes in mail.

	Person Responsible	Tasks Assigned/Updates	
1	Suresh	1. Muggulu poti flyer, registration link 2. Boggi pallu flyer, registration link 3. Little stars art competition link and finalize 4. Finalize DJ 5. Finalize Photographer 6. Finalize Emcee	
2	Sasi	To update the stall details; limit after 15 stalls	
3	Suma	Muggulu poti	
4	Priyanka	Muggulu poti, Art competition	
5	Suneel	1. Update the program sheet 2. Take video bits from guest 3. Discuss with decoration team on the decoration, photobooth 4. Finalize the last dates, audio bits, start & end timing	
6	Satya	1. 10 patients came, Need more volunteers at clinic 2. Sent the list for the year, which everyone need to check 3. Certification is available next week	
7	Rupu	Request all to check the TAMA website to fix all the known issues	
	Please check for more details in master sheet :	http://tinyurl.com/SankranthiTracker	
	Next week		
1	Food	Board to be included	
2	Hospitality		
3	Tickets		
4	Cultural		
5	Competitions		
6	Other open items from tracker		