

		PRESENT:	DATE		ABSENTEES:
Meeting No:	1	Mr. Pradeep Dua, Mr. Robin Chauhan, Mr. Subir Das, Mr. V B Lal, Mr. Suhaas Mathur, Mr. Joydeep, Mr. Sandeep Kohli, Mr. Ashish Gupta, Mr. K Mitra, Mr. Arvind Kumar, Mr. Yatendra Malik, Mr. Karan Abbott Ms. Purnima			Mr. Talha Saifuddin, Mr. Pankaj Goel, Mr. Gauss Nurullah, Mr. Mukul Sharma
Time	Start time: 18:00 Hrs		23.5.2018		
	End time: 20:00 Hrs				Society Business Hours spent : 2:00 Hrs
Next Meeting	June 15, 2018				
	General Points	Special Invitee:			
	Presenation on work done in the till April-May'18 and new work plan				
	Program deliberation				
SI No.	Point		Action By	Due Date	Remarks
1	Mr. Subir Das briefed CWC membes on RCC main points viz. motion and nominating committee.				
2	Presentation on work done/memberships/renewals/Café Points/Programs planned				
3	National Level Nomination to be discussed in next CWC meeting.		CWC		
4	VENTCONF with ASHRAE & DMRC on 20-21 Dec'2018				
5	A separate mail to be sent to every CWC member whom responsibilities assigned during CWC		DCI		
6	Responsibilities : a. AGM sponsor with product presentation - 1 sponsor by Mr. Ashish Gupta & 1 by Mr. Subir Das b. 1 Product Presentation by Mr. Suhaas Mathur c. 1 Product Presentation by Mr. K K Mitra d. 1 Product Presentation by Mr. S Kohli e. 1 Product Presentation by Mr. Robin Chauhan		CWC		
7	2 No. K-12 Activity is being planned in Srinagar in July/August with technical talks. CWC has agreed		DCI		
8	It has been advised by Mr. Ashish Gupta to have programs in Tieir-1 & Tier-2 cities also		Program Chair		
9	Brief by Mr. K K Mitra on VENTCONF being planned with ASHRAE. CWC members expressed their concern on having more subjects on ventilation papers wrt commercial buildings				
10	Career counseling agencies to be involved for technical talk to students chapters. DCI to take help from Mr. Ashish Gupta		CWC		
11	Students visits can be planned at the venues to be suggued by Mr. K K Mitra & Mr. Kohli		DCI		
12	Send pending renewal list to all CWC members for getting help in renewals		DCI		
13	CWC members to help in getting at least one member/month		DCI		
14	Budget has been discussed during CWC which need to be reviewed and uploaded again at website		Treasurer		
	Conclusion	Meeting concluded with vote of thanks by President .			