

A

Date: 11/27/05

Time: 5pm

Venue: Woodlands Restaurant.

Attendees:

Tapas Bandyopadhyay

Mahua Mukhopadhyay

Sudip Bhattacharjee

Tirthankar & Dipa Choudhury

Somnath Deb

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No more than \$6 per plate was discussed.

5 volunteers to make Khichure at home for 20 people each

Supplemental items could be catered -- to further lower the cost.

Taste of India, Woodlands, and Cosmos were discussed as possible providers.

Potential volunteers for Khichuri: Debmita, Mahuadi, Dipadi, Susmita,

4. This time the food for lunch and dinner was repeated and the gap between lunch and dinner was not too much. Perhaps have snacks for lunch and regular dinner (perhaps might even be cost effective)!

Logistics:

1. Drinking water is a problem during meals – we should consider commercial water delivery systems like CrystalRock for water.
2. Now that we got a coffee-pot, we should have a dedicated person in charge of TEA/Coffee. (S)He will keep the pot, and the associated Tea/Coffee/sugar/milk supply and replenish as appropriate.
3. Nitishda & I have taken the coffee pot and supplies. We will keep it, replenish

Communication:

1. In the past we had compiled a list of all the major tasks along with associated detailed activities. I think Sudhansuda has that list. I would suggest we use that as a baseline and update it with our ideas. Also, if we have such a documented list, it makes the transition to a new committee a lot easier and less confusing. Every year we will add the name(s) of the responsible person(s).
- 2.

Finance:

- 1.