

# **KESHAV MEMORIAL INSTITUTE OF MANAGEMENT**

**Narayanaguda, Hyderabad – 500 029**

**Date: 1/4/2026**

A meeting was conducted to review the progress and improvements made for the successful organization of Hackathon 2K26. During the meeting, the completion of invitation distribution to various colleges and the collection of acknowledgement letters from participating colleges were verified. The arrangements related to judges, chief guest, participant registrations through Google Forms and QR codes, lunch and hospitality, anchoring responsibilities, event flow, and stall requirements for student entrepreneurs were reviewed and confirmed. The organizing team also checked the preparedness of documentation, coordination activities, and overall event management arrangements to ensure the smooth and effective execution of the hackathon.

## **Agenda items**

1. Finalization of judges and chief guest for Hackathon 2K26.
2. Discussion on completion of invitations and collection of acknowledgements from colleges for the Hackathon.
3. Verification of registration process and participant management.
4. Planning of lunch arrangements and hospitality for guests and participants.
5. Finalization of the flow of activities for the event.
6. Allocation of anchoring responsibilities to students.
7. Discussion on the number of stalls required for students and entrepreneurs.
8. Confirmation of vote of thanks by Sunanda Madam.
9. Assignment of responsibilities and review of pending tasks.

## **MINUTES OF MEETING**

**Agenda Point 1:** Finalization of judges and chief guest for Hackathon 2K26 were reviewed and confirmed as under.

### **Guests & Judges**

1. Dr. M. Ravi Babu – Guest of Honour
2. Mr. M. Pankaj mallick- Judge (Track 1)
3. Dr. Nagalakshmi – Judge (Track 2)
4. Mrs. J. Madhumina Judge (Track 1)
5. Mrs. D. Shilpa - Judge (Track 1)
6. Ms. J. Deepa - Judge (Track 2)
7. Dr. V. Sai Poorna– Judge (Track 2)
8. Mrs. T. Swetha - Judge (Track 1)

**Agenda Point 2:** The completion of invitation distribution to various colleges, collection of acknowledgement letters from the colleges for the hackathon was reviewed.

**Agenda Point 3:** The registration process and participant management system were verified during the meeting.

**Agenda Point 4:** Lunch arrangements and hospitality requirements for guests, participants, and organizing members were reviewed and confirmed.

**Agenda Point 5:** The complete flow of activities for the event was discussed and planned for smooth execution.

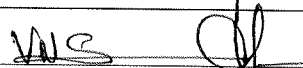
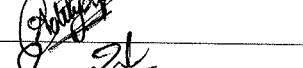
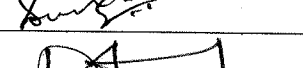
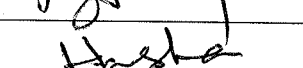
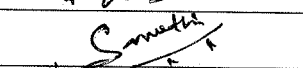
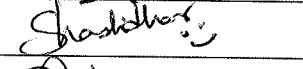
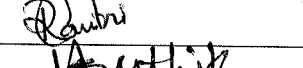
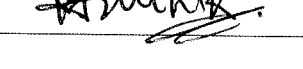
**Agenda Point 6:** Anchoring responsibilities were assigned to Ms. Harshasri and Vaishnavi. Chandana, Shruthi, Smruthi will handle Profile Reading.

**Agenda Point 7:** The required number of stalls for students and entrepreneurs was discussed and planned accordingly.

**Agenda Point 8:** It was finalized that the vote of thanks would be delivered by Sunanda Madam.

**Agenda Point 9:** Responsibilities were assigned to the organizing team members, and pending tasks were reviewed for effective execution of the event.

The meeting was attended by the following members:

| S. No. | Name of the Member  | Role in R&D Cell    | Signature                                                                           |
|--------|---------------------|---------------------|-------------------------------------------------------------------------------------|
| 1      | Dr. V.N. Santhisree | IIC President       |  |
| 2      | Dr. V. Sai Poorna   | IIC Convener        |  |
| 3      | Mr. K. Aditya       | Coordinator         |  |
| 4      | Mrs. K. Sunanda     | Coordinator         |  |
| 5      | Mr. D. Amba Prasad  | Coordinator         |  |
| 6      | Ms. M. Harsha Sree  | Student coordinator |  |
| 7      | Ms. Smruti Joshi    | Student coordinator |  |
| 8      | Mr. K. Shashidhar   | Student coordinator |  |
| 9      | Ms. Y. Ravitri      | Student coordinator |  |
| 10     | Mr. V. Hruthik      | Student coordinator |  |

  
Mr. K. Aditya

Coordinator

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## **HACKATHON 2026 REVIEW MEETING**

**Date:** 10<sup>th</sup> April, 2026

**Time:** 2.30 p.m.

**Venue:** Director's office

A review meeting on the successful completion of Hackathon 2026 was convened by the IIC President and IIC Convenor and attended by the faculty coordinators.

### **Agenda items**

1. Review of the overall conduct and completion of Hackathon 2K26.
2. Discussion on the total number of student registrations and participation details.
3. Review of feedback received from judges regarding the event and participant performances.
4. Discussion on feedback collected from participants about event organization and experience.
5. Review of lunch and hospitality arrangements and confirmation of sufficiency.
6. Discussion on the overall outcomes and impact of the hackathon event.
7. Identification of improvements and suggestions for future events.
8. Review of documentation, reports, and event records.
9. Conclusion and summary of key observations and recommendations.

### **Minutes of Meeting**

Agenda Point 1: The overall conduct and successful completion of Hackathon 2K26 were reviewed by the committee members.

Agenda Point 2: It was reported that a total of 96 student registrations were received for the hackathon, out of which 53 students actively participated in the event.

Agenda Point 3: The feedback provided by the judges regarding participant performance, innovation, and presentations was reviewed and discussed.

Agenda Point 4: Feedback collected from participants was reviewed, and the students appreciated the overall theme, organization, and coordination of the event.

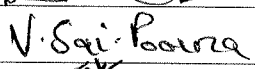
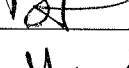
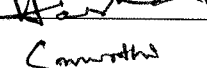
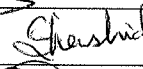
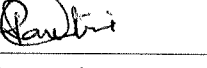
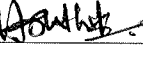
Agenda Point 5: It was discussed that the quality of food arranged during the event needs improvement based on the opinions shared by the participants.

Agenda Point 6: It was noted that 10 participants/teams had set up stalls for showcasing their ideas, projects, and entrepreneurial initiatives during the event.

Agenda Point 7: The overall outcomes of the hackathon were reviewed, and the event was considered successful in promoting innovation, entrepreneurship, and student engagement through effective coordination and execution.

Agenda Point 8: Suggestions and recommendations for improving future hackathon events were discussed and recorded by the organizing committee.

**The meeting was attended by the following members:**

| S. No. | Name of the Member  | Role in R&D Cell    | Signature                                                                             |
|--------|---------------------|---------------------|---------------------------------------------------------------------------------------|
| 1      | Dr. V.N. Santhisree | IIC President       |    |
| 2      | Dr. V. Sai Poorna   | IIC Convener        |    |
| 3      | Mr. K. Aditya       | Coordinator         |    |
| 4      | Mrs. K. Sunanda     | Coordinator         |    |
| 5      | Mr. D. Amba Prasad  | Coordinator         |   |
| 6      | Ms. M. Harsha Sree  | Student coordinator |  |
| 7      | Ms. Smruti Joshi    | Student coordinator |  |
| 8      | Mr. K. Shashidhar   | Student coordinator |  |
| 9      | Ms. Y. Ravitri      | Student coordinator |  |
| 10     | Mr. V. Hruthik      | Student coordinator |  |

R&D Cell Coordinators:

Mr. Aditya Kalamnurikar

Mr. D. Amba Prasad

Mrs. K. Sunanda

