



BUBT EEE ALUMNI ASSOCIATION

Bangladesh University of Business & Technology (BUBT)

Plot #77-78, Main Road, Rupnagar, Mirpur-2, Dhaka-1216

Phone: 48036351, 48036352, 48036353

E-mail: bubteeeaa@bubt.edu.bd, Web: www.bubt.edu.bd



Ref:

BUBTEEEAA/24-02/Meetings/002

Date: 04.05.24

Time of Meeting: 09:30 PM

Venue: Online Meeting

Agenda of the Meeting:

1. Alumni participation in academic and industry interface activities (Workshop/training).
2. Book Donations to the library.
3. Making of ID cards for the Alumni Members.
4. Create a Bank Account for the Alumni Association.
5. Send greetings to all the Alumni from the newly formed committee.

Members Present:



Signature
04.05.24
SMEETH DEBANATH
PRESIDENT
BUBT EEE ALUMNI ASSOCIATION

Signature
04.05.24
FARIK HASAN
GENERAL SECRETARY
BUBT EEE ALUMNI ASSOCIATION



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The following points were discussed and agreed upon (Major issues discussed):

Date:

- ❖ We will make a list of unused/donatable books within 09.05.24 and submit it.
- ❖ We will collect the books and make them ready for handover shortly.
- ❖ A workshop on Career guidance/Motivation guide/Study development/Job preparation will be arranged this month. We will decide on the Topics, Guests/Alumni, and ask for permission.
- ❖ ID cards with unique registration numbers for alumni will be made after Getting Confirmation from VC Sir. All the registered members will get an ID card.
- ❖ A bank account will be opened in the name of BUBT EEE Alumni Association within 14 working days (the President and General Secretary will make sure of the process along with the treasurer).
- ❖ A general greeting SMS will be sent to all the Alumni.
- ❖ Also, some other topics were discussed,
 - Arrange/be involved in workshops on or off Campus.
 - Online/Offline membership program.
 - Social media advertising.
 - Training sessions for Alumni & current students.
 - Help to choose Major/Minor subjects.
 - Give away a Bookshelf/Rack for the library in the name of the Association.
 - Propose and make an Open library for the EEE department.
- ❖ Check and Review the **Strategic Plan** and share it before the next meeting that will be held on Friday 10.05.24.

Shubist Debanath
04.05.24
SHUBIST DEBANATH
PRESIDENT
BUBT EEE ALUMNI ASSOCIATION

Farik Hasan
04.05.24
FARIK HASAN
GENERAL SECRETARY
BUBT EEE ALUMNI ASSOCIATION