



MINUTES OF MEETING

“AI Club-Social Media & Content Planning Meeting”

Date: 27th April 2026

Time: 02:00 PM

Venue: COE Lab, VU, Gwalior

Attendees: Prof. Bulbul Agrawal , Prof. Madhwan Upadhyay, and all leaders from Student AI Club.

Agenda-wise Discussion, Action Points, and Deliberations

1. Discussion on Social Media Platforms

The meeting began with a discussion on selecting appropriate social media platforms for promoting the AI Club. Platforms such as Instagram and LinkedIn were considered for outreach and engagement. Emphasis was placed on maintaining consistency, professionalism, and active engagement across all platforms.

Action Points:

- Finalize social media platforms for official use.
- Ensure regular posting and engagement strategy.

2. Discussion on AI Club Website Content Planning

Members discussed the structure and type of content to be included on the AI Club website. It was agreed that the website should clearly reflect the club’s vision, activities, and achievements. Content to be included: About the AI Club, Ongoing and past projects, Events and workshops and Team members and achievements.

Action Points:

- Prepare and finalize website content draft.
- Assign responsibilities for content creation.

3. Social Media Content Strategy

The team finalized the categories of content to be posted regularly. The focus will be on both informative and promotional content to maintain engagement and value. Content type may include Educational AI-related posts, Event announcements, Project showcases and Member highlights.

Action Points:

- Develop a structured content calendar.
- Maintain quality and consistency in posts.



4. Event Scheduling & Tentative Calendar

A tentative roadmap for upcoming AI Club activities was discussed. The team agreed to organize regular workshops, seminars, and competitions to ensure continuous engagement. Final dates and responsibilities will be confirmed in the next meeting.

Action Points:

- Draft a tentative event calendar.
- Finalize event responsibilities in the next meeting.

Members Present:

1. Mr. Vinay Pratap Singh
2. Mr. Virendra
3. Ms. Anamika Pandey
4. Ms. Akanksha
5. Mr. Krishna Tiwari

Concluding Remarks:

The meeting concluded with a clear focus on strengthening the AI Club's digital presence through structured planning and consistent content strategies. The members showed enthusiasm toward executing the planned initiatives and contributing to the growth of the AI Club.