

**DATE: 09TH SEPTEMBER 2020**

**EVENT: BLOCK TRAINING SESSION 1**

**REPORT:**

The meeting started at 6PM , Yoshitha introduced herself and other senior volunteers she explained the purpose of this meeting which was to give the new recruits a basic understanding of how CAPS functions at kengeri. Naga presented his screen and started to explain about the different wings of CAPS he spoke about CLASS and CEWS and explained the difference between the two wings. Later he spoke about CHAL after which yoshitha took over the presentation. She continued to talk about COWL and CAW and the basic rules that we all should follow. Both the senior and junior volunteers were introduced in every wing and committee. Joyal then introduced the various committees under CAPS, and he explained the importance of all the sub committees and also gave instructions about a form that will be circulated after the meetings to get ideas for new projects for Tech Tank. Saharsh then went on to explain about M.O.M (minutes of the meeting) and he presented an example of what an M.O.M looks like and went on to explain that all the volunteers will be doing minutes in the upcoming meetings.

**Attendees:**

Sanjana, Ananya, Angelin, Anushka, Paul, Rithik, Tobias, Arzash, Ashwin, Deepiga, Elizabeth, Emil, Felix, Francis, Gulnar, Ishaan, Jason, Joel, Naga, Manya, Murali, Niyati, Pauline, Peter, Pratham, Yoshita, Saharsh, Sidhvija, Sajal, Shreyansh, Shaba, Tanya.