

Agenda for Industrial Visit

Date: [Insert Date]

Location: [Insert Company Name & Address]

Participants: [Insert List of Participants]

Agenda:

1. **Departure from University:** [Time]
2. **Arrival at Company:** [Time]
3. **Welcome and Introduction:** [Time]
4. **Company Presentation:** [Time]
5. **Guided Tour of Facilities:** [Time]
6. **Q&A Session:** [Time]
7. **Networking Lunch:** [Time]
8. **Feedback and Closing Remarks:** [Time]
9. **Departure from Company:** [Time]
10. **Return to University:** [Time]

Important Notes:

- Dress Code: [Formal/Casual]
- Bring: [ID, Notebook, etc.]
- Contact Number for Queries: [Insert Contact]