

MEETING MINUTES - DAY 18

Meeting Topic	Date	Time
Optimizing Action Item Management in MOM and Reviewing Prior Task Status	21/05/2024	11:30 AM to 12:30 PM
Company	Location	Mode
FUTURENSE	Jain University - SET	Online: Via Zoom

ATTENDEES
<ul style="list-style-type: none">FUTURENSE TECHNOLOGIESSPEAKER: MR. AKASH DAS2ND YEAR STUDENTS OF CSE - ARTIFICIAL INTELLIGENCE & DATA ENGINEERING OF JAIN UNIVERSITY SET: FROM USN: 22BTRAD001 -22BTRAD030

AGENDA

1. CLARIFY MEETING OBJECTIVES AND GOALS FOR DAY 17.
2. PRIOR ACTION ITEM STATUS CHECK REVIEW PROGRESS AND ADDRESS ANY BOTTLENECKS IN COMPLETING PREVIOUS ACTION ITEMS.
3. EFFICIENT ACTION ITEM DOCUMENTATION DISCUSS AND REFINE THE FORMAT FOR CLEAR, CONCISE RECORDING OF TASKS, DEADLINES, AND RESPONSIBLE PARTIES.

DISCUSSION

1. CLARIFY ACTION ITEM DESCRIPTIONS AND RESPONSIBILITIES.
2. DISCUSS ANY DISCREPANCIES OR MISUNDERSTANDINGS.
3. CONFIRM UNDERSTANDING AND AGREEMENT ON ACTION ITEMS.
4. REVISE ACTION ITEMS IF NECESSARY FOR CLARITY.

DECISION

1. EVALUATE THE IMPACT AND URGENCY OF ACTION ITEMS.
2. DECIDE ON PRIORITIES AND DEADLINES FOR EACH ACTION ITEM.
3. ENSURE ALIGNMENT OF ACTION ITEMS WITH MEETING OBJECTIVES.
4. CONFIRM DECISIONS BY DOCUMENTING AGREED ACTIONS.

ACTION ITEMS

1. ASSIGN RESPONSIBILITIES FOR ACTION ITEMS, SPECIFYING DEADLINES.
2. FOLLOW UP ON ACTION ITEMS TO MAINTAIN PROGRESS AND ACCOUNTABILITY.
3. COMPLETION OF PREVIOUSLY ASSIGNED TASKS

ASSIGNMENTS

1. COMPLETE ASSIGNED TASKS: DISCUSSION 38, DISCUSSION25 AND DISCUSSION 24, DUE BY 5PM (21/05/2024).
2. UPLOAD THIS SESSION'S MOM.

NEXT MEETING

SCHEDULED FOR 22/05/2024 FROM 11:30 AM TO 1:00 PM AND 2:00 PM TO 3:40 PM.