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| mEETING MINUTES |  | Run By:Title: | Futurense  Internship Day 9 |
|  | Date: | 06 May, 2024 |
|  | Time: **Location:** | 11:30 am  Jain FET – 102 |
|  | Facilitator: **By:** | Akash Das  BLN Wajith Ali |
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**Objective:**

* The objective of this meeting is to streamline our project management process by organizing the GitHub repository in a day-wise manner and creating an Excel sheet to centralize all necessary details, including solution links, task links, and other pertinent information for each student involved in the project.

**Agenda:**

* Review GitHub repository status, establish day-wise organization, and assign implementation responsibilities.
* Define Excel sheet content, format, and assign creation tasks.
* Set deadlines for GitHub repository organization and Excel sheet creation, discuss potential challenges, and clarify communication channels for updates and progress reports.

**Key takeaways:**

* The GitHub repository will be organized in a day-wise manner to facilitate easier navigation and project tracking.
* An Excel sheet will be created to centralize all project-related details, including solution links, task links, and other pertinent information for each student.
* Responsibilities for implementing the organization plan and creating the Excel sheet have been assigned.
* Deadlines have been set for completion of tasks, and communication channels for updates and progress reports have been established.