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| mEETING MINUTES |  | Run By:Title: | Futurense  Internship Day 18 |
|  | Date: | 21 May, 2024 |
|  | Time: **Location:** | 11:30 pm  Jain FET – 102 |
|  | Facilitator: **By:**  **GitHub:** | Mr. Akash Das  BLN Wajith Ali  [BLNWajith](https://github.com/BLNWajith) |
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**Objective:**

* Enhancing the management of action items in the Minutes of Meeting and assessing the status of previous tasks.

**Agenda:**

* Establish objectives and goals for Day 17.
* Review the progress of prior tasks and address any issues.
* Improve the method for documenting assignments, due dates, and responsibilities.

**Key Takeaways:**

* Evaluated progress and resolved issues from previous tasks.
* Enhanced the documentation process for assignments and deadlines.

**Task and Resources:**

* [**Tracker ID**](https://docs.google.com/spreadsheets/d/1zpNimQqkobjInaazRQBCv-Xs96uJxErUJO0crmK8it4/edit#gid=1435458008)