Minutes

Meeting title:

Attendees:

Futurense Technologies – Akash Das

Jain University – Batch Mates

Agenda

- **Efficiently document the minutes of the meeting.**
- **Address and clarify any difficulties students faced in previous tasks.**
- **Ensure accurate recording of all key discussion points and decisions made.**
- **Provide solutions or guidance for challenges encountered in assigned tasks.**

Session Objectives

- **Maintain clear and concise meeting minutes for participants who couldn't attend or need a refresher.**
- **Highlight the role of action items in streamlining responsibilities and ensuring accountability.**
- **Provide a reference for follow-up actions and decisions made during the meeting.**
- **Facilitate better communication and understanding among all participants.**

Key takeaways

- **Ensure clarity and precision while drafting meeting minutes (MoMs).**
- **Include action items and responsibilities to reflect corporate practices.**
- **Clearly assign tasks to specific individuals or teams.**
- **Highlight key decisions and agreements reached during the meeting.**

Resource links and materials

- · https://github.com/akash-coded/mysql/discussions/38
  https://github.com/akash-coded/mysql/discussions/24
- · https://github.com/akash-coded/mysql/discussions/25

Contact _Deeraj Reddy, AI&DE intern_ **with additional questions.**