Minutes

Meeting title:

**Date + Time:**

**Location:**

**Attendees:**

**Absentees:**

**Contact**

**Session Objectives**

**Resource links and materials**

**Agenda**

**Key takeaways**

**with additional questions.**

**May 6,2024 @ 11:30 am**

**Jain University, Room-102**

**Futurense Technologies - Akash Das**

**Jain University - Batch Mates**

**Research on functions - Having, Group By, Aggregate, Built-in, Math functions.**

1

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**Minutes of the meeting.**

2

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* **Review the status of the GitHub repository and establish day-wise organization.**
* **Assign implementation responsibilities for organizing the repository.**
* **Define the content and format of the Excel sheet.**
* **Set deadlines for organizing the GitHub repository and creating the Excel sheet**
* **The meeting aims to streamline the project management process.**
* **Organize the GitHub repository day-wise.**
* **Develop an Excel sheet to centralize essential details.**
* **Include solution links, task references, and other pertinent information for each student involved in the project**
* **Organize the GitHub repository day-wise for improved navigation and project tracking.**
* **Create an Excel sheet to consolidate all project-related information, such as solution links and task details for each student.**
* **Assign responsibilities for implementing the organization plan and developing the Excel sheet.**
* **Establish communication channels for updates and progress reports**

**ESHITA KATYAL, AI&DE intern**