In this directory, you have the following folders:

1. Meeting Minutes: All the meeting minutes must be reflected under this directory.
2. Documents: All the ongoing and final documentation must be located under this directory.
3. Additional Materials: This folder is for random files which you want to share with your team members.
4. Final Two Weeks: The guidelines for what you would need to do during the last two weeks are under this directory.

Please keep them organized.