**Minutes of the Meeting**

Author: Jeeva Aravinth J V

Date: 18-Nov-2022

**Date:** 16-Nov-2022 **Time:** 2.30PM to 3.30 PM

**Venue:** Virtual Meet-Microsoft Teams Platform

**1. Participants**

1. Saraswathi sathiah

1. Jeeva Aravinth J V
2. Jayashree K
3. Joythika S
4. Indhumathi A
5. Shyaam M
6. Raghul S M

# 2. Purpose of the Meeting

To review my learnings and assignments that I completed and to highlight the areas where I need to focus on.

# 3. Agenda

To review my learnings in HTML, CSS and JavaScript concepts to clear about the basics.

# 4. Meeting Notes

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| **ITEM** | **RESPONSIBILITY** | **COMPLETION DATE** |
| * **Discussions Held:** * Discussed on “SDLC” and learning as follow: * SDLC Phases * SDLC and its types with Models. * SRS Documentation * High level and low level design * How to implement High level design in webpage. * Why testing is important? * Discussed on HTML concepts as follows: * HTML Layout. * Button tag and its attributes usage. * Meta tag * Charset-UTF-8 * Anchor tag and its attributes * Discussed on CSS as follows: * Color functions * What is absolute and relative in position. * Display Flex and Grid concepts. * Responsive webpage. * Function properties. * Discussed on JavaScript concepts: * Why JavaScript is important? * Ways to declare array. * Ways to use function. * Synchronous and Asynchronous function. * Arrow function usage. * Array Methods. |  | 16-Nov-2022 |
| **Recommended Guidelines:**   1. To explore more basic concepts in JavaScript. 2. To work on call back function. 3. To explore more about function methods. |  | 16-Nov-2022 |
| **Actions to be done:**   1. Complete the application if anything is left. |  | 16-Nov-2022 |