Minutes

Meeting title:

**Date + Time:**

**Location:**

**Attendees:**

**Contact**

**Session Objectives**

**Resource links and materials**

**Agenda**

**Key takeaways**

**with additional questions.**

**May 21,2024 @ 11:30 am**

**Jain University, Room-102**

**Futurense Technologies - Akash Das**

**Jain University - Batch Mates**

* https://github.com/akash-coded/mysql/discussions/38

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

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

.

.

* **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.**
* **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.**
* **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.**

**M. Jeyapathy, AI&DE intern**