Minutes of meeting

Location: Virtual (Futurense)

Attendance: 15

Date: 5th Jan 2024

Time: 11:00 AM

Facilitator: Dr. Akash Das

Discussions:

## Mom format:

### We explored ways to enhance the Minutes of Meeting (MoM) format, with the facilitator presenting a demo format and detailing the essential components for a formal MoM. This guidance proved valuable in reviewing and correcting the MoM submissions from previous sessions.

## 2. Monday.com:

### "Established an account on monday.com and gained proficiency in navigating the interface. Explored the layout and acquired the skills to create a management board, effectively working on it."

## 3.sprint management:

### "Generate a sample Kanban board to oversee and manage a sprint, providing a hands-on experience with the functionality and features of the website."

## 3. Roles in a project:

### "We gained insights into the diverse roles involved in project management. The Scrum Master, responsible for task assignment and work distribution in each sprint. The Product Owner, representing the user or client to whom the team and Scrum Master are accountable. Lastly, the Team, comprising all individuals actively contributing to the project."

# Agreed actions:

### Create an MoM for todays session

### Create sprint management for building a blogging forum