Minutes

Meeting title: **Internship Day 9**

Date + Time: 6/5/24 11:30 am

Location: Jain University, Room-102

Attendees:

Host - Akash Das
Particpants - Batch Mates

Absentees:

Agenda

- **Importance of tracking progress for project management.**
- **Explore the use of Excel Spreadsheets for progress tracking.**

Session Objectives

- **Understand the benefits of using Excel for progress tracking.**
- **Learn how to structure an Excel sheet for effective progress monitoring.**
- **Identify key elements to include in the progress tracking spreadsheet.**

Key takeaways

- **The importance of tracking progress for efficient project management.**
- **Explored the functionalities of Excel for creating and maintaining progress tracking sheets.**

Resource links and materials

1. **https://github.com/akash-coded/mysql/discussions/51**

2. **Excel sheet for tracking progress.**

KRISH DODHIA