

Minutes

Date + Time: 21/5/24 11:30 am

Location: Jain University @ 102

Meeting title: Internship- Day-18

Attendees: Host: MR Akash Das Interns : Class of Computer Science and Engineering- AIDE 2nd year, Batch 2022-2026	Agenda <ul style="list-style-type: none">Importance and use of MoM in meetings and it’s proper format.
Absentees:	
Session objectives	Key takeaways
<ul style="list-style-type: none">Clear and concise meeting minutes for future reference to the participants who couldn't attend or need a refresher.	<ul style="list-style-type: none">Ensuring clarity and preciseness while drafting MoM’s.Including action items and responsibilities to incorporate the practices made in corporate.
Action Items	
SELF-STUDY : https://github.com/akash-coded/mysql/discussions/38 Tasks : 1. https://github.com/akash-coded/mysql/discussions/25 2. https://github.com/akash-coded/mysql/discussions/24	

KRISH DODHIA