

# Minutes

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

Location: Jain University @ 102

Meeting title: Internship- Day-18

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

KHUSHAL DONGA