

Minutes

Meeting title: **Internship Day 9**

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

Location: Jain University, Room-102

Attendees: Host - Akash Das Participants - Batch Mates		Agenda	
Absentees:		<ul style="list-style-type: none">• Importance of tracking progress for project management.• Explore the use of Excel Spreadsheets for progress tracking.	
Session Objectives		Key takeaways	
<ul style="list-style-type: none">• 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.		<ul style="list-style-type: none">• 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			
<ol style="list-style-type: none">1. https://github.com/akash-coded/mysql/discussions/512. Excel sheet for tracking progress.			