

Minutes of the Meeting

Date: September 5, 2025

Time: 9:00 PM – 9:15 PM

Venue: Virtual (Google meet)

Reported by: Vedalakshmi K

Agenda: The meeting was about confirming team roles and exploring which tools can be used.

Members Present:

- Mr. Guru Aravindan V
- Mr. Malarvannan M
- Mr. Akash S
- Mr. Udhy Kumar K
- Ms. Shreya Sankaran
- Ms. Vedalakshmi K

Proceedings:

1. Roles Discussion:

Team members discussed their roles and responsibilities in the project to make sure everyone was clear about their tasks.

2. Tools Discussion:

The team talked about different tools that can be used for better teamwork and communication.

Next Meeting:

The next meeting is scheduled for september 9,2025(Monday). Members will explore the tools in detail and discuss their insights.