

# Minutes

Meeting title: Internship-  
phase-2-Day-18

Date + Time: May 21, 2024 @11:30 A.M.

Location: Jain University, LH-102  
(online)

<b>Host:</b>  Futureense Technologies: Mr.Akash Das	<b>Agenda</b>  <b>Agenda item-1:</b> Understanding about the meeting minutes format and how is it useful in daily scenarios.
<b>Participants:</b>  Jain University: AI&DE second year students	
<b>Session objectives</b>	<b>Key takeaways</b>
<ul style="list-style-type: none"><li>• To get complete understanding on meeting minutes basic format and how to make meeting minutes in a more precised and efficient way.</li></ul>	<ul style="list-style-type: none"><li>• Information about MoM structure and it's usage.</li></ul>
<b>Action Items</b>	
<p><b><u>Self-study:</u></b></p> <ul style="list-style-type: none"><li>• <b>Discussion-38:</b> <a href="https://github.com/akash-coded/mysql/discussions/38">https://github.com/akash-coded/mysql/discussions/38</a></li></ul> <p><b><u>Tasks:</u></b></p> <ul style="list-style-type: none"><li>• <b>Discussion-24:</b> <a href="https://github.com/akash-coded/mysql/discussions/24">https://github.com/akash-coded/mysql/discussions/24</a></li><li>• <b>Discussion-25:</b> <a href="https://github.com/akash-coded/mysql/discussions/25">https://github.com/akash-coded/mysql/discussions/25</a></li></ul>	

**Contact** Chimirala Kowstubha, AI&DE 2nd year **with additional questions.**