

MEETING MINUTES

Run By: Futureense
Title: Internship Day 18

Date: 21 May, 2024
Time: 11:30 am
Location: Jain FET – 102
Facilitator: Akash Das
By: Vishnu Mohan

Objective:

- Improving the management of action items in the Minutes of Meeting and evaluating the status of previous tasks.

Agenda:

- Set objectives and goals for Day 17.
- Review the progress of previous tasks and resolve any issues.
- Enhance the method for documenting assignments, due dates, and responsibilities.

Key takeaways:

- Assessed progress and addressed issues from previous tasks.
- Improved the documentation process for assignments and deadlines.

Task:

- [Discussion38](#) (Self Study)
- [Discussion24](#)
- [Discussion25](#)