MEETING MINUTES

Run By: Futurense
Title: Internship Day 9

Date: 06 May, 2024
Time: 11:30 am
Location: Jain FET – 102
Facilitator: Akash Das
By: Vishnu Mohan

Objective:
- The objective of this meeting is to streamline our project management process by organizing the GitHub repository in a day-wise manner and creating an Excel sheet to centralize all necessary details, including solution links, task links, and other pertinent information for each student involved in the project.

Agenda:
- Review GitHub repository status, establish day-wise organization, and assign implementation responsibilities.
- Define Excel sheet content, format, and assign creation tasks.
- Set deadlines for GitHub repository organization and Excel sheet creation, discuss potential challenges, and clarify communication channels for updates and progress reports.

Key takeaways:
- The GitHub repository will be organized in a day-wise manner to facilitate easier navigation and project tracking.
- An Excel sheet will be created to centralize all project-related details, including solution links, task links, and other pertinent information for each student.
- Responsibilities for implementing the organization plan and creating the Excel sheet have been assigned.
- Deadlines have been set for completion of tasks, and communication channels for updates and progress reports have been established.