

MEETING MINUTES OF INTERN-1 PHASE2



DATE- 21/05/25,DAY-18

HOST - FUTURENSE TECHNOLOGIES, Mr.AKASH DAS



Attendees

- Jain university school of engineering and technology, Kanakpura.
- CSE-Artificial Intelligence and Data engineering(4th semester)-Batch 2022-2026

Agenda

- Focus on the format of Minutes of Meeting.
- Discuss its importance.

Objectives

- To understand the importance of MoM and how to properly draft one.
- Discuss different methods and rectify if necessary.
- Understand its role in a company scenario.

Key Takeaways

- Got a comprehensive understanding of MoM.
- An ideal notion as to how to draft a proper MoM with the corrections made.



Github link

- <https://github.com/Madhusshree13/Internship-phase-2-daily-logs>

Discussions Link