



Meeting minutes - 2



Prof. Jigar Pandya • Mar 2

- Learn full form and mention clearly first time when referred
- Write down learning from training in your own words technically
- Importance of touch typing (type without looking at keyboard) expected 55WPM 97% accuracy
- Follow upcoming features of technology stack to get benefit of the same to stay ahead of others
- If working on any softwares very much like management systems perform SDLC/Agile fullest with all relevant diagrams and documentation
- Code re-usability and standards
- Learn installation of softwares/IDE/SDKs/etc and integration. Prepare your own steps with screenshots
- Whenever presenting/conversing other than the actual clients, talk about feature of product importantly and parallelly technicality of the same. You get marks/credit for technicality.
- Sort/order all the features you have developed based on some parameters. When you have limited time talk about top most entries only.
- Expect Q&A during presentation or last anytime
- Learn to generate artifacts/proof documents of your work done which can also be utilized to repeat the same on another instances i.e. development, QA, alpha, beta, etc.
- Make sure to note down topics during meeting and be able to generate meeting minutes for yourself



Class comments



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