

# MINUTES OF THE MEETING

DATE: 10th JAN, 2024

Location: Virtual(Zoom)

Time: 11:00 AM

Attendees: 18

Facilitator: Dr. Akash Das

## Discussions:

### 1. FILE NAMING:

The importance of how the files are named were discussed. Example of storing sample files and how to name them were discussed.

### 2. ORGANISING FILES ON DRIVE:

Sample drive was created to discuss the method to organise the files for the internship. Diving the content into folders and files accordingly

### 3. CREATING A REPOSITORY:

Created a GIT repository for storing the files. Discussed how to clone the repository into the local device.

### 4. ACCESS GIT REPOSITORY THROUGH THE TERMINAL:

learned how to access the files of the repository. Hands on a few commands like push commit and all the authentication for the providing access to the GIT repository

## **AGREED ACTIONS:**

1. Organise the files and get an overview of how GIT Repository works.
2. Create an MoM for todays session