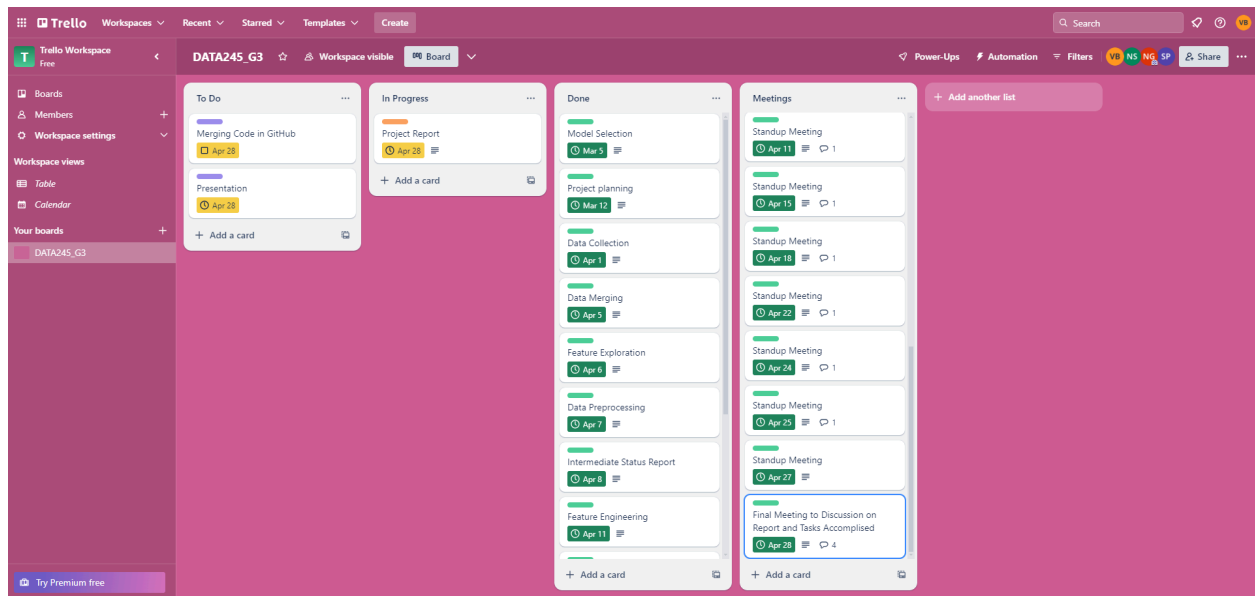
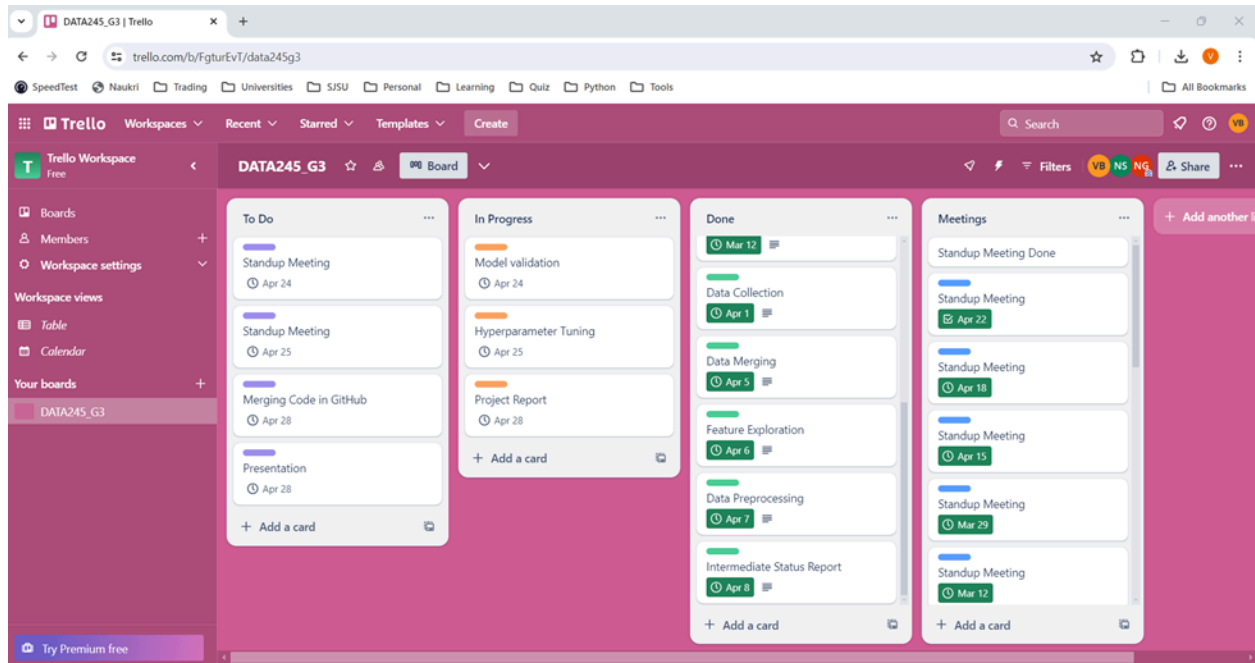
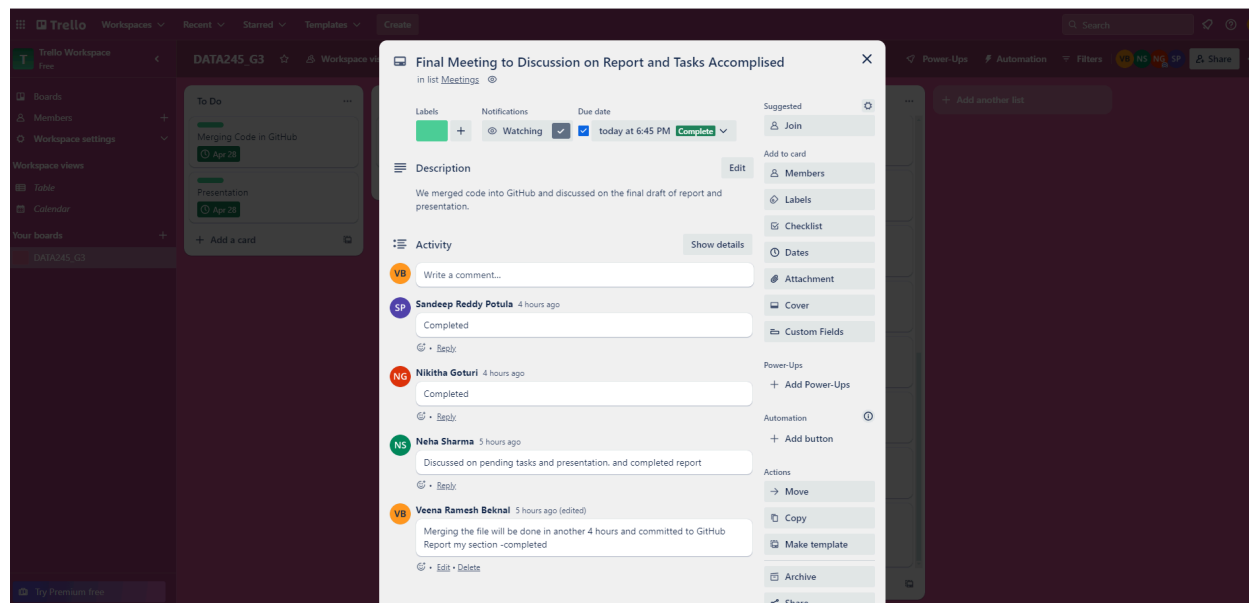


As a team, we have created the tasks meeting minutes and tracked the progress in the Agile sprint

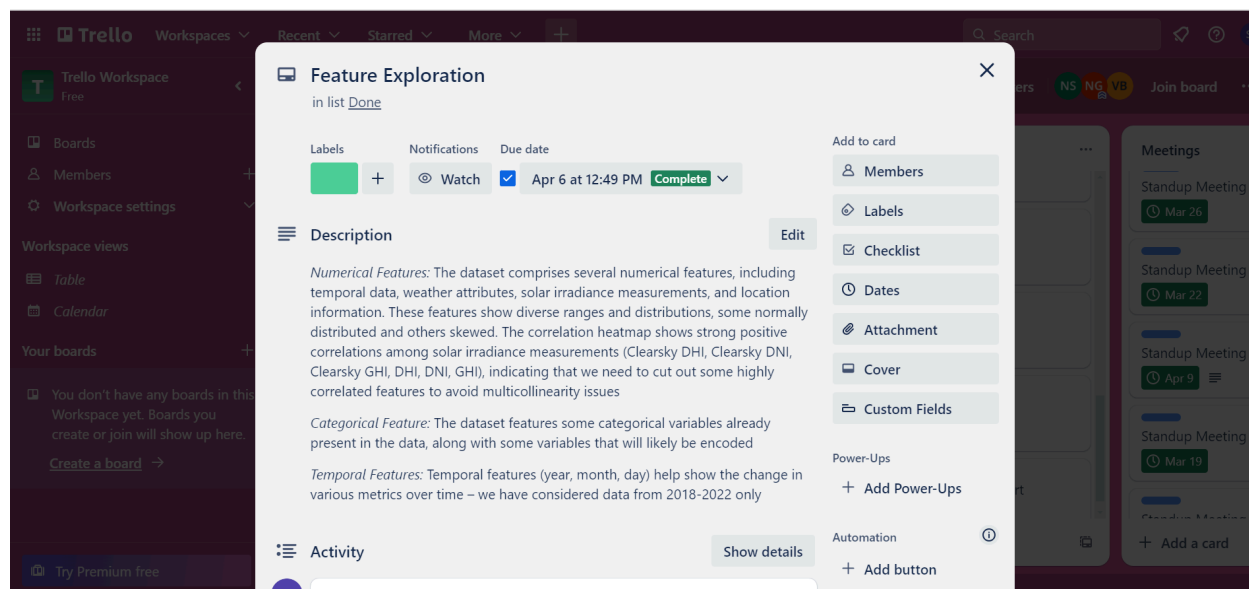
All the tasks are categorized into three buckets: To Do, In progress, and Done, as shown in the screenshots below, and are color-coded as purple, orange, and green, respectively



Minutes of meetings are captured in separate buckets and are color-coded in blue; once the tasks are done, they are updated, and comments are added, as shown in the figure below.



A description of the tasks is added for easy understanding.



Once we have finished the deliverables, we have captured our board

