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# MINUTES OF THE MEETING

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**Date:** 19/1/24

**Meeting Minutes:** January 19 , 11:30 AM to 12:30 PM

**Venue:** JAIN Jayanagar Campus

**Participants:**

- Mr. Sanju - Futureense Employee
- Jain University Students

**Agenda:**

1. Introduction of newcomers
2. Overview of the previous meeting agendas
3. Instructing newcomers to complete the necessary tasks before reporting on Monday (22 January 2024)

**Summary:**

There were new students who joined the internship and they were asked to introduce themselves. The previous tasks and agendas were shared to the new students and were asked to complete a few important tasks before reporting on Monday.

**Action:**

- New students were encouraged to complete the necessary tasks before reporting on Monday
- Assigned students to make a MoM