

Minutes

Meeting title: Internship Day 7

Date + Time: May 2, 2024, 11:30 am

Location: Jain University, Room-102

Attendees: Mr. Akash Das Futureense Technologies, CSE- AIDE: Sem IV Students		Agenda
Solution https://github.com/arj1-1n/internship-phase-2/tree/main/02.05.24		Creating minutes of a meeting involves capturing key discussions, decisions, and action items.
Training objectives	Key takeaways	
<p>1. Understanding the Purpose of Minutes of Meeting (MOM): Define what MOM is and why it is important for effective communication and decision-making in organizations.</p> <p>2. Learning Key Components of Effective MOM: Identify the essential elements of well-written meeting minutes, including attendees, agenda items, discussions, decisions, and action items.</p>	Mastering Actionable Follow-Up Items: Participants will gain skills in translating meeting outcomes into actionable follow-up items with assigned responsibilities and deadlines. They will understand the importance of capturing action items accurately and ensuring accountability for tasks assigned during meetings. This takeaway focuses on improving productivity and accountability within the organization based on meeting discussions.	
Resource links and materials		
https://zapier.com/blog/meeting-minutes-template/		