MEETING MINUTES

**TITLE:** INTERNSHIP DAY 18

**DATE:** 21TH MAY 2024

**TIME:** 11:30 AM

**LOCATION:** JAIN FET-102

**FACILITATOR:** AKASH DAS

**DONE BY:** ASHWIN B

**OBJECTIVE:**

* Improving the management of action items in meeting minutes and evaluating the progress of previous tasks.

**AGENDA:**

* Set objectives and goals for Day 17.
* Assess the progress of previous tasks and resolve any issues.
* Enhance the system for recording assignments, due dates, and responsibilities.

**KEY TAKEAWAYS:**

* Assessed progress and addressed issues from prior tasks.
* Improved the process for documenting assignments and deadlines.

**RESOURCES:**

* [**Tracker ID**](https://docs.google.com/spreadsheets/d/1zpNimQqkobjInaazRQBCv-Xs96uJxErUJO0crmK8it4/edit#gid=1435458008)