Meeting Minutes:

Title: Internship Day 9

Date: 6th May 2024

Time: 11:30 am

Facilitated by: Akash Das

Done by: Ashwin B

OBJECTIVE:

* The aim of this meeting is to enhance project management by structuring the GitHub repository day-wise and establishing a centralized Excel sheet containing essential details for each student, such as solution links and task assignments.

AGENDA:

* Assess GitHub repository status, implement day-wise organization, and allocate responsibilities.
* Determine Excel sheet content, format, and assign creation tasks.
* Establish deadlines for GitHub repo organization and Excel sheet creation, address potential challenges, and specify communication channels for updates and progress reports.

KEY TAKEAWAYS:

* GitHub repo to organize day-wise for better navigation and project tracking.
* Excel sheet to centralize project details, including solution and task links.
* Responsibilities assigned for organization and Excel sheet creation.
* Deadlines set, communication channels established for updates.