Meeting Minutes (MoM) - 3th Jan 2024

Date: 3th January 2024

Platform: Online Zoom Meeting

Participants:

Akash Das

Jain Students

**Agenda:**

* Important tools used for project management
* Introduction to Agile methodology and manifesto

**Discussion**

* Tools that are required to implement, develop and manage projects in an industrial environment.
* Defining the scope of agile methodology and SDLC models along with types and development in proposed SDLC models
* Defining the scrum methodology, its working, roles and explaining sprints and sprint retrospective meeting

**Action items**

* Creating MoM for the session
* Creating Account for monday.com
* Installing required tools (i.e.) Git SCM, VS code and WSL