Meeting Minutes (MoM) - 10th Jan 2024

Date: 10th January 2024

**Platform:** Online Zoom Meeting

**Participants:**

Akash Das

Jain Students

**Discussion:**

**Offline Session at Jain University:**

Tomorrow's offline session at Jain University is mandatory for all.

**File Organization:**

Create a Google Drive folder for files, including MoMs and research materials.

**GitHub Usage:**

Use GitHub for collaboration and version control.

**Tasks Assigned:**

Set up Google Drive and GitHub.

Define naming conventions for MoMs.

Review and standardize previous MoM names.

**Action Items:**

Attend Jain University session tomorrow.

Create Google Drive and GitHub.

Follow naming conventions.

Review and standardize past MoM names.

**Next Meeting:**

11th January - Offline Session at Jain University