**Meeting Minutes (MoM)**

**Date:** January 5, 2024

**Time:** 11:00 a.m. to 1:00 p.m.

**Location:** Zoom Meeting

**Participants:**

* Akash Das (Futurence)
* Jain Students

**Agenda:**

1. Explored the functionalities of Monday.com.
2. Delved into Agile concepts such as Product Backlog and Sprint Backlog.
3. Provided an overview of Agile roles, including Scrum Master, Team, and Product Owner.
4. Reviewed documents shared by Sir.
5. Announced Futurence HQ visit scheduled for Monday.

**Next Meeting:**

* Futurence HQ visit on Monday.