

Meeting Minutes

Title: Internship Day-18

Attendees:

Futureense Technologies – Akash Das
Jain University – AI and DE

Objective:

– Improving the management of action items in the Minutes of Meeting and evaluating the status of previous tasks.

Agenda:

- Set objectives and goals for Day 17.
- Review the progress of previous tasks and resolve any issues.
- Enhance the method for documenting assignments, due dates, and responsibilities.

Key Takeaways:

- Assessed progress and addressed issues from previous tasks.
- Improved the documentation process for assignments and deadlines.

Resource links and materials:

- [Discussion 38 \(Self Study\)](#)
- [Discussion 24](#)
- [Discussion 25](#)

