

# Meeting Minutes

Title: Internship Day-9

## Attendees:

Futureense Technologies – Akash Das  
Jain University – AI and DE

## Objective:

-The aim of this meeting is to enhance our project management process by structuring the GitHub repository on a day-to-day basis and compiling an Excel spreadsheet to consolidate all essential details. This includes solution links, task references, and any other relevant information for every student participating in the project.

## Agenda:

- Assess the status of the GitHub repository, establish a day-by-day organization, and allocate implementation responsibilities.
- Specify the content and format of the Excel sheet, and assign tasks for its creation.
- Determine deadlines for organizing the GitHub repository and creating the Excel sheet. Discuss potential challenges and clarify communication channels for updates and progress reports.
- Complete the tasks outlined in Discussion-51.

## Key Takeaways:

- The GitHub repository will undergo organization on a day-to-day basis, enhancing navigation and project tracking.
- An Excel sheet will be generated to consolidate all project-related information, encompassing solution links, task links, and other relevant details for each student.
- Assigned responsibilities include implementing the organizational plan and creating the Excel sheet.
- Deadlines have been established for task completion, alongside designated communication channels for updates and progress reports.

## Resources and links:

- [Discussion 51](#)

## Solutions:

- [solutions on folder 'DAY-9'](#)