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| **Meeting Date and Time** | 21th Nov 2024, 10:30 AM | **Meeting Title** | Daily Stand-Up Meet |
| **Meeting Organizer** | Gayatri Jeebu | **Meeting Chair** | Murali Krishna |

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| **Brief Description / Agenda** |
| * Discussion on Process of presenting the task in interview point of View. * Strategies for posting tasks on LinkedIn and enhancing connections. |

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| **Summary of the discussion** | |
| No. | **Discussed topics** |
| 1 | Sudheer gave a presentation on VNets and subnets, Manideep presented on deploying a web application using S3, and Sivaram gave a presentation on setting up load balancing and auto scaling. |
| 2 | Gayatri explained about the process of LinkedIn Post. |
| 3 | Everyone, please prepare your self-introduction for Monday. |

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| **Action Points to be Implemented** | |
| No. | Action Items |
| 1 | Gayatri to show case how to share the LinkedIn post, editing the content. |
| 2 | JAM (Just A Minute) sessions and Group Discussions (GD) are to be implemented regularly. |
| 3 | Team to competing all the tasks assigned. |
| 4 | Make it mandatory to communicate in English during daily stand-up meetings. |
| 5 | Candidates participating in JAM sessions, group discussions, and task presentations are required to turn their video on to become familiar with virtual interview settings. |