Minutes

Meeting title: **Internship Day 9**

Attendees:

Futurense Technologies - Akash Das
Jain University - Batch Mates

Solution:

https://github.com/kvs2022/internship-phase-2-daily-logs.git

Agenda

- **Importance of tracking progress for project management.**
- **Explore the use of Excel Spreadsheets for progress tracking.**

Session Objectives

- **Understand the benefits of using Excel for progress tracking.**
- **Learn how to structure an Excel sheet for effective progress monitoring.**
- **Identify key elements to include in the progress tracking spreadsheet.**

Key takeaways

- **The importance of tracking progress for efficient project management.**
- **Explored the functionalities of Excel for creating and maintaining progress tracking sheets.**

Resource links and materials

1. **https://github.com/akash-coded/mysql/discussions/51**

2. **Excel sheet for tracking progress.**

Contact _____K.V.S Tharani, AI&DE intern_____ **with additional questions.**