Minutes

Meeting title: **Internship Day 16**

Date + Time: May 21,2024 @ 11:30 am

Location: Jain University, Room-102 (remote)

Attendees:

Futurense Technologies - Akash Das

Jain University - AI&DE Second year students

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

Agenda

- **Importance and use of MoM in meetings and it's proper format.**

Session Objectives

- **Gain a thorough understanding of how to craft a MoM in an efficient and productive way.**

Key takeaways

- **How to craft a proper MoM for meetings and what all should be mentioned in that.**

Action Items

SELF-STUDY :
    https://github.com/akash-coded/mysql/discussions/38

Tasks :
   1. **https://github.com/akash-coded/mysql/discussions/25**
   2. **https://github.com/akash-coded/mysql/discussions/24**

Contact   **K.V.S Tharani, AI&DE 2nd year intern**   **with additional questions.**