

Minutes of Meeting

Name: Mohd Zaid

Run by : futureense.uni

Title : Internship

Attendes: CSE(AIDE)

Objective:

- Enhancing the management of action items in the Minutes of Meeting and assessing the status of previous tasks.

Agenda:

- Establish objectives and goals for Day 17.
- Review the progress of prior tasks and address any issues.
- Improve the method for documenting assignments, due dates, and responsibilities.

Key Takeaways:

- Evaluated progress and resolved issues from previous tasks.
- Enhanced the documentation process for assignments and deadlines.