

Assessment 2: End-to-End Meeting Reflection

Meeting: Weekly Progress Review

1. Meeting Invitation & Scheduling

- **Purpose:**
To review weekly progress of the Internship Management Portal, discuss challenges faced by the team, and plan next steps for the upcoming week.
- **Date & Time:**
Weekly Progress Review Meeting (Assumed: Scheduled during the current week)
- **Participants:**
Project Manager, Development Team, QA Team, and Interns involved in the project.

2. Meeting Agenda (Key Topics)

- Review of tasks completed during the week
- Status of ongoing and pending work
- Discussion of technical and process-related challenges
- Planning priorities and assignments for the next week
- Open discussion and clarifications

3. Meeting Etiquette Followed

- Meeting started and concluded on time
- Participants joined with microphones muted unless speaking
- Active listening was maintained without interruptions
- Clear and concise updates were provided by team members

- Respectful communication and professional behavior were followed
- Action items and responsibilities were clearly acknowledged

4. Minutes of Meeting (MoM)

Decisions Made

- Priority to be given to completing core modules of the Internship Management Portal
- Identified issues to be resolved before moving to new feature development

5. Note-Taking Approach

- **AI-assisted note-taking** was used to capture key discussion points, decisions, and action items efficiently during the meeting.

6. One Key Learning

- Regular weekly review meetings improve team alignment, help identify challenges early, and ensure consistent progress toward project goals.

Video Learning – Key Takeaways

Video 1 Takeaways

(<https://youtu.be/7dFtYKnnrLE>)

1. Clear meeting objectives help participants stay focused and productive.
2. Time management is crucial to ensure meetings remain efficient.
3. Assigning action items with ownership improves accountability.

Video 2 Takeaways

(<https://youtu.be/GAJV5hyrCD4>)

1. Effective communication enhances collaboration and reduces misunderstandings.
2. Active listening is essential for productive discussions.
3. Structured agendas help meetings stay organized and goal-oriented.

Video 3 Takeaways

(https://youtu.be/cST_Q5VpLRw)

1. Proper meeting preparation leads to better outcomes.
2. Follow-up actions are critical for meeting effectiveness.
3. Using digital tools improves documentation and tracking of discussions.