Assessment 2: End-to-End Meeting Reflection

1. Meeting Invitation & Scheduling

A Weekly Progress Review Meeting was scheduled for the Internship Management Portal project to review task progress, discuss challenges, and plan next steps.

Purpose: Review weekly progress, address blockers, and align on upcoming tasks
Date: Weekly progress review meeting
Duration: 30 minutes
Participants: Project Manager, Development Team Members, Interns
Platform: Microsoft Teams

2. Meeting Agenda (Key Topics)

1. Review of completed tasks
2. Discussion on challenges and blockers
3. Progress on Internship Management Portal modules
4. Planning next week's tasks
5. Open discussion and clarifications

3. Meeting Etiquette Followed

- Joined the meeting on time
- Muted microphone when not speaking
- Followed turn-taking while speaking
- Maintained professional and respectful communication
- Clearly acknowledged assigned action items

4. Minutes of Meeting (MoM)

Key Decisions:
- Continue development as per sprint plan
- Fix pending bugs before new features
- Improve frontend and backend coordination

Action Items:
- Backend team to resolve API issues
- Frontend team to complete UI updates
- Interns to update weekly progress tracker

5. Note-Taking Approach

Manual note-taking was used to capture key discussion points accurately and convert them into structured Minutes of Meeting.

6. One Key Learning

Well-structured meetings with clear agendas and documented action items improve accountability and team alignment.

Video Learning – Key Takeaways

Video 1

1. Meetings should have a clear purpose and agenda
2. Effective time management improves productivity
3. Action items ensure accountability

Video 2

1. Active listening enhances collaboration
2. Professional tone builds credibility
3. Structured communication reduces confusion

Video 3

1. Preparation leads to effective meetings
2. Summarizing decisions ensures clarity
3. Follow-up communication is essential