Assessment 2: End-to-End Meeting Reflection

Project Context

Project: Internship Management Portal
Meeting Type: Weekly Progress Review Meeting
Platform: Microsoft Teams

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1. Meeting Invitation & Scheduling

- **Purpose:** To review weekly progress, discuss challenges faced by the team, and plan next steps for the Internship Management Portal.

- **Date & Time:** Weekly – Monday, 8:30 AM to 9:00 AM (IST)

- **Duration:** 30 minutes

- **Participants:**

  - Project Manager

  - Development Team Members

  - QA Representative

  - Stakeholders (if required)

- **Mode:** Microsoft Teams (Virtual Meeting)

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2. Meeting Agenda (Key Topics)

1. Welcome and meeting objective

2. Individual progress updates

3. Review of completed tasks vs planned tasks

4. Discussion on challenges and blockers

5. Planning next week's deliverables

6. Action items and closing remarks

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3. Meeting Etiquette Followed

- The meeting started on time as scheduled

- All participants joined with microphones muted by default

- Speakers waited for their turn before speaking

- Updates were concise and relevant to the agenda

- Respectful communication was maintained throughout

- Action items were clearly acknowledged at the end

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4. Minutes of Meeting (MoM)

Decisions Made:

- Prioritize completion of the internship application module

- Fix UI bugs before adding new features

- Conduct an additional testing review mid-week

Action Items:

Action Item	Owner	Due Date
Complete application module backend	Developer A	Friday
UI bug fixes	Developer B	Wednesday
Testing and validation	QA Team	Thursday

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5. Note-Taking Approach

- **Method Used:** AI-assisted note-taking

- **Tool:** Microsoft Teams meeting notes with AI support

- **Benefit:** Accurate capture of decisions, action items, and discussion points

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6. One Key Learning

Effective weekly review meetings help the team stay aligned, identify issues early, and ensure consistent progress toward project goals.

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7. Video Learning – Key Takeaways

Video 1: https://youtu.be/7dFtYKnnrLE

1. Clear agendas improve meeting efficiency

2. Time management is critical for productive meetings

3. Action items should always have clear ownership

Video 2: https://youtu.be/GAJV5hyrCD4

1. Preparation before meetings increases confidence

2. Active listening enhances collaboration

3. Summarizing discussions helps reinforce clarity

Video 3: https://youtu.be/cST_Q5VpLRw

1. Professional communication builds credibility

2. Structured meetings reduce confusion

3. Follow-up after meetings ensures accountability