

Assessment 1 : Professional Meeting Invitation & Scheduling

Subject : Project Review Meeting – 15 Minutes (Tomorrow Morning)

Dear Team and @Pendyala Ravi gupta sita ram,

I am planning a **short project review meeting** to touch base on the ongoing work, share updates, and ensure alignment on upcoming tasks.

Meeting Information:

- **Date:** Tomorrow
- **Time:** 7:30 AM – 7:45 AM
- **Duration:** 15 minutes
- **Mode:** Microsoft Teams
- **Joining Details:** Microsoft Teams link will be included in the calendar invite

Before the Meeting:

- Please be prepared with a brief update on your assigned tasks and any challenges, if applicable.

Requesting you to kindly confirm your participation by responding to the calendar invitation.

Thank you for your time and support.

Warm regards,
Manoj

Assessment 2 : End-to-End Meeting Reflection

- **Meeting:** Weekly Review Meeting – Internship Management Portal
- **Purpose:** Track weekly progress and resolve blockers
- **Participants:** Project Manager, Team Lead, Development & QA Team
- **Agenda:** Work status review, issue discussion, upcoming task allocation
- **Etiquette:** Punctual attendance, clear communication, respectful discussion
- **MoM:** Module completion timelines finalized, responsibilities assigned
- **Note-Taking:** AI-supported meeting notes
- **Key Learning:** Regular reviews help maintain alignment and accountability

