

MEETING NOTES & ATTENDANCE

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MEETING DETAILS

Title:	Time Management Workshop
Topic:	Effective Time Management and Study Techniques
Date:	11/3/2025
Time:	11:00
Duration:	60 minutes
Mentor:	Dr. Sunil Kumar D
Group:	N/A
Status:	Completed

AGENDA

1. Time management strategies
2. Study techniques and best practices
3. Balancing academics and extracurriculars
4. Tools and apps for productivity

MEETING NOTES / COMMENTS

Productive session on time management. Covered various techniques including Pomodoro method, priority matrix, and digital tools. Mentees shared their current challenges and we discussed personalized solutions. Good participation from all attendees.

ACTION POINTS

1. Implement time tracking for one week
2. Create personalized study schedule
3. Try at least one new productivity tool
4. Share progress in next meeting
5. Review and adjust schedules based on effectiveness

ATTENDANCE

S.No.	Name	Registration Number	Status
1	ANANYA SRIVASTAVA	23FE10CII00132	Present
2	ARUN BANDAMEEDI	23FE10CII00142	Present

S.No.	Name	Registration Number	Status
3	GARGI	23FE10CII00123	Present
4	JASHASWI MAHAPATRA	23FE10CII00147	Present
5	PRAGATI MOHAN	23FE10CII00130	Present
6	SAKSHAM KAMRA	23FE10CII00117	Present
7	SHIVENDRA SINGH	23FE10CII00143	Absent
8	YASHVARDHAN GANAGE	23FE10CII00113	Absent

Summary:

Total Attendees: 8

Present: 6

Absent: 2

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