

Minutes	Meeting Log 1 – (Week 2)	
Date	19 July 2022	
Time	6pm – 6:30pm	
Location	Microsoft Teams	
Chair	Shashvat Joshi	
Attendees	TBA	
Point (Item)	Discussion (Record main points)	Action (Initials & due date)
<i>Members Intro. + T1 & T2 Brief</i>	<p>Shashvat:</p> <ul style="list-style-type: none"> • Introduction of Members. • Briefing on T1 projects to Juniors & seniors and Allocation of Group Projects for T2 • Employee of the Week details for C/D Task • General QnA Session on Projects Task & deliverables For T2 / On – Track Task & Up -Skilling Queries • Setting Date for Weekly Meeting from Week 3 Onwards • Setting Up Trello board for team members 	<ul style="list-style-type: none"> • <i>Group Allocated based on Skillset & members Pref.</i> • <i>Weekly meeting survey votes done</i> • <i>Trello board invites given to members</i> • <i>Members to go through T1 Documents and start working on T2 Project from Week 3</i> • <i>Wrapping up meeting</i>
<i>Next</i>	<p>Shashvat:</p> <ul style="list-style-type: none"> • Weekly meetings start from week 3. • Members giving weekly Progress regarding their Work • General updates from Team leader for the team • Employee of the week Starts from week 3 • Projects Roadmap to be given to team leader during Week 3 • Trello will start getting populated with cards by members 	