

# Meeting: Training staff members

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**Date & Time:** July 25, 2024, 8:29 a.m.

**Chair Of The Meeting:** Mr.muwanguzi

**Location:** Location

**Purpose:**

the purpose of the meeting

## Attendees:

Full Name	Department	Position
BAGUMA	IT	engineer
FAQHA NAMAYENGO	HR	intern

## Minutes:

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**Agenda:**

## Skills and Knowledge Gained

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During the development of the Meeting Minutes System, I gained valuable skills and knowledge in the following areas:

**Web Development:** Improved my proficiency in Django, HTML, CSS, and JavaScript.

**Database Management:** Enhanced my understanding of database design and ORM usage in Django.

**User Authentication:** Learned best practices for implementing user authentication and access control.

**PDF Generation:** Gained experience in generating dynamic PDF documents from HTML templates using WeasyPrint.

**Project Management:** Developed better time management and organizational skills by working on a complex project with multiple components.

#### Discussion:

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#### Action & Decisions:

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**Next Meeting Date:** July 25, 2024, 8:36 a.m.