

Minutes of Meeting-4

Date:5th February 2024,Monday

Time:6:00pm

Meet with client on Collection of resources on sop

- The primary purpose of the meeting with the client and our entire team - Ashish Bharadwaj,Chirag Dhamija,Prakhar Singhal,Sohan was to discuss updates regarding the collection of sop references
- We learned that it is essential to gather additional references ,suggesting the utilisation of nested and advanced searching techniques .It was emphasized to delve as deeply as possible to ensure comprehensive collection
- The need for collecting extensive resources of SOP was discussed which helps in to build the SOP of Venture Vault as exhaustive as possible
- Regarding the future we were told to use advanced search techniques to collect as many resources as possible and the next day we should start with extraction of the data and the day after extraction we should start with drafting the sop