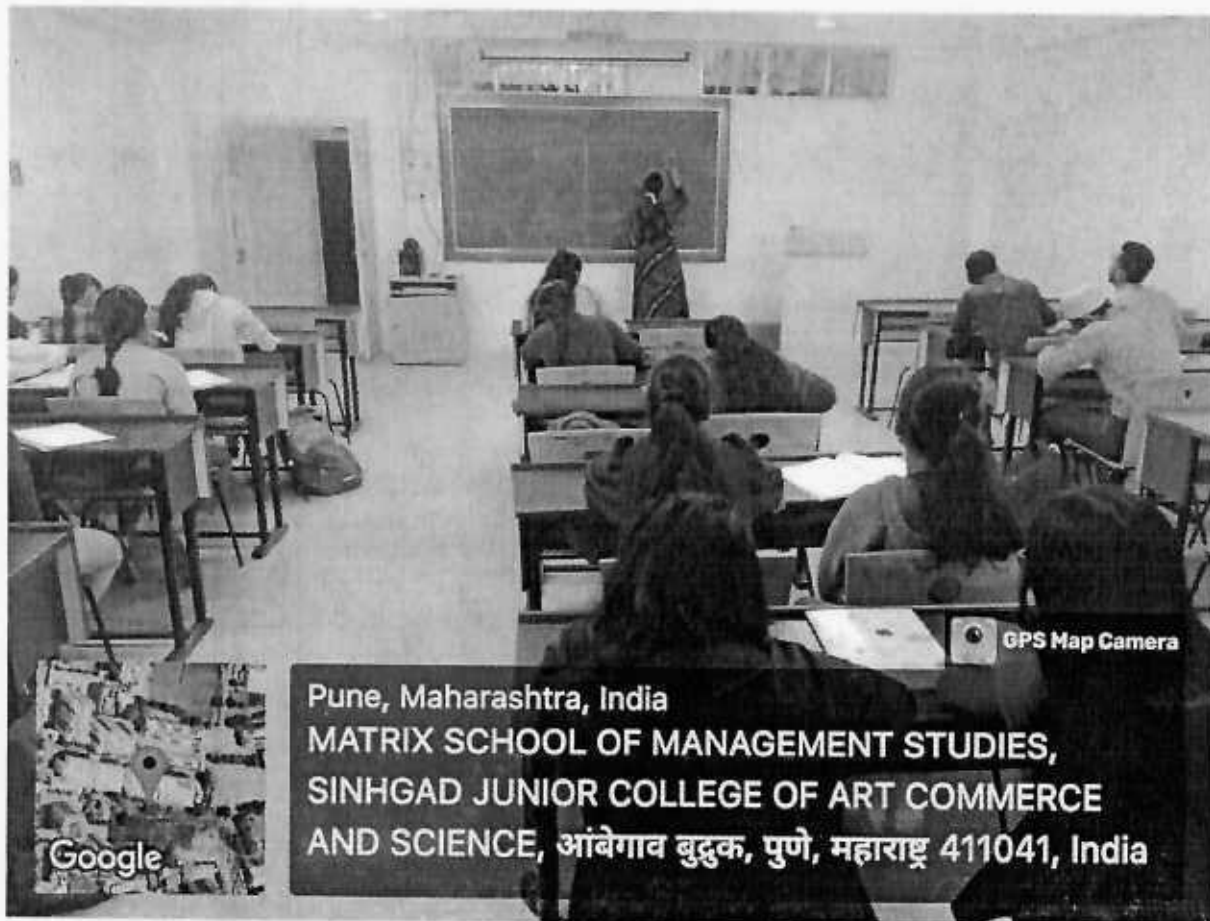
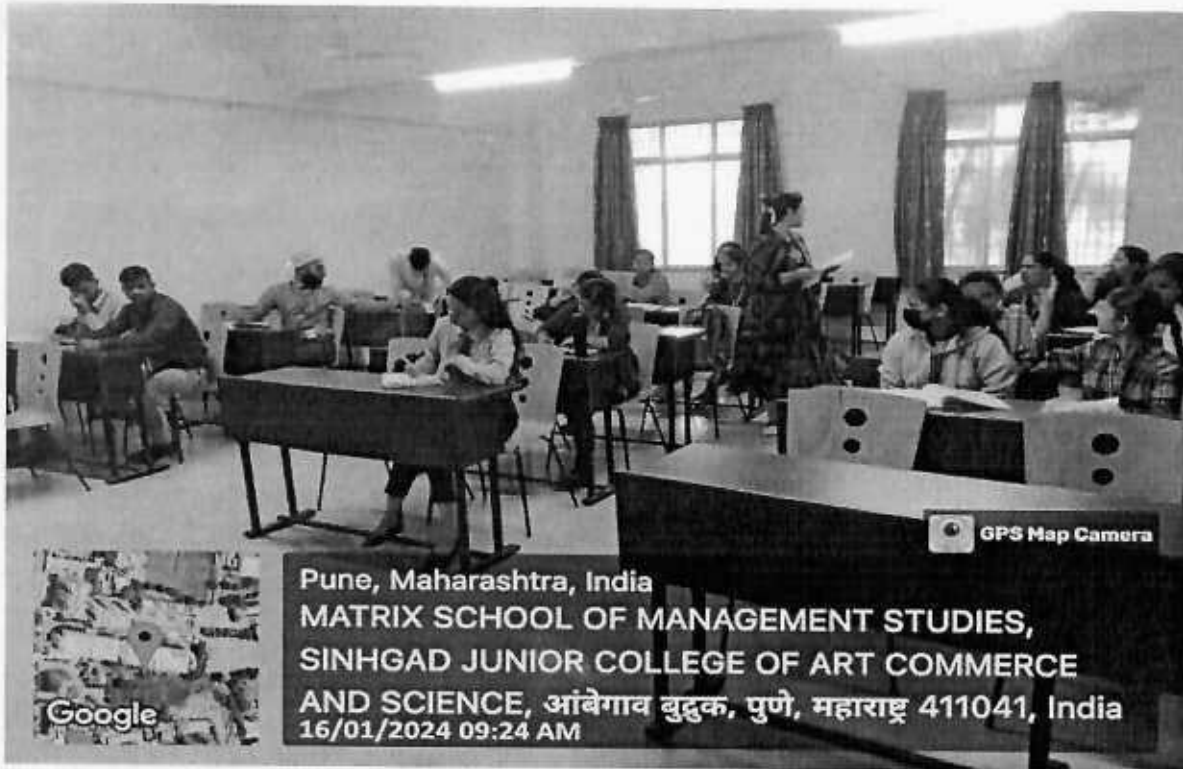


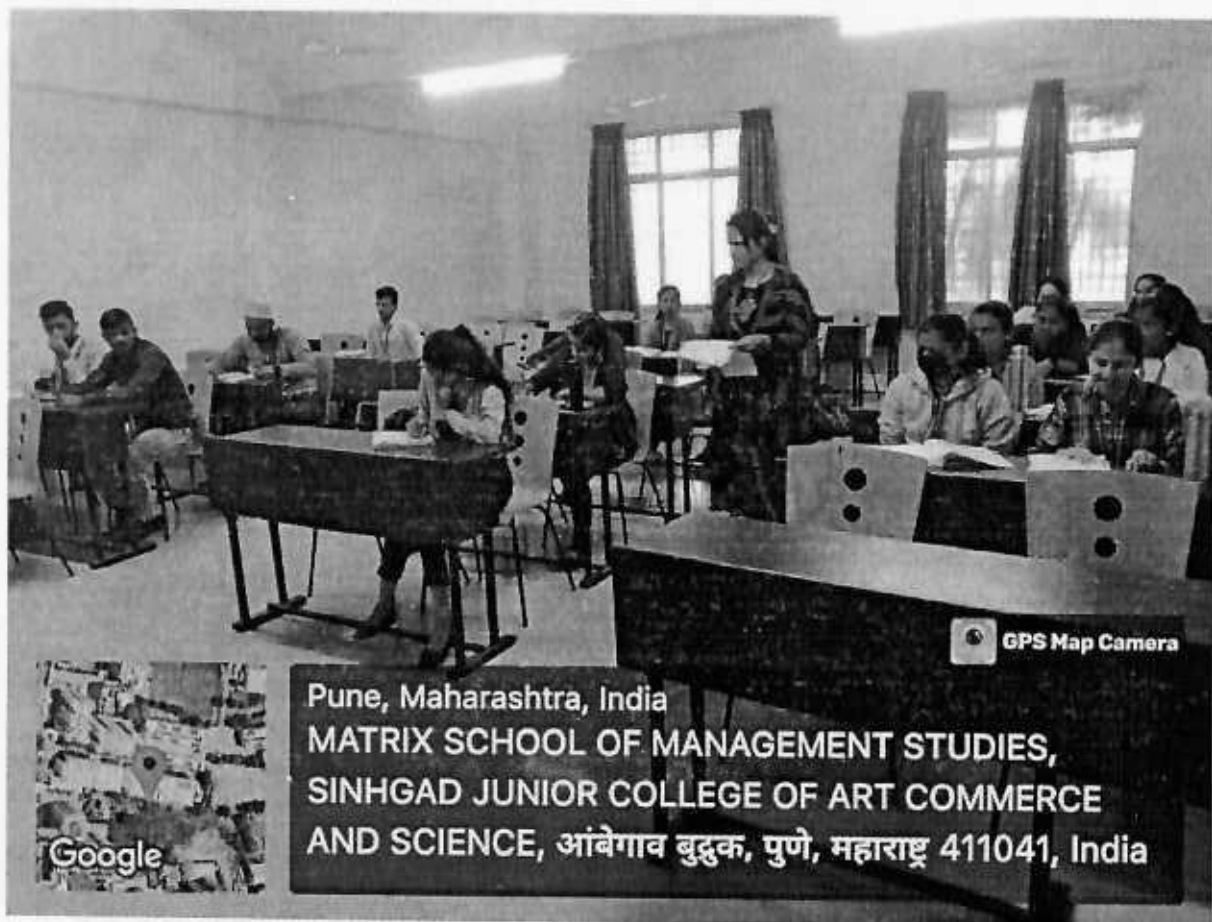
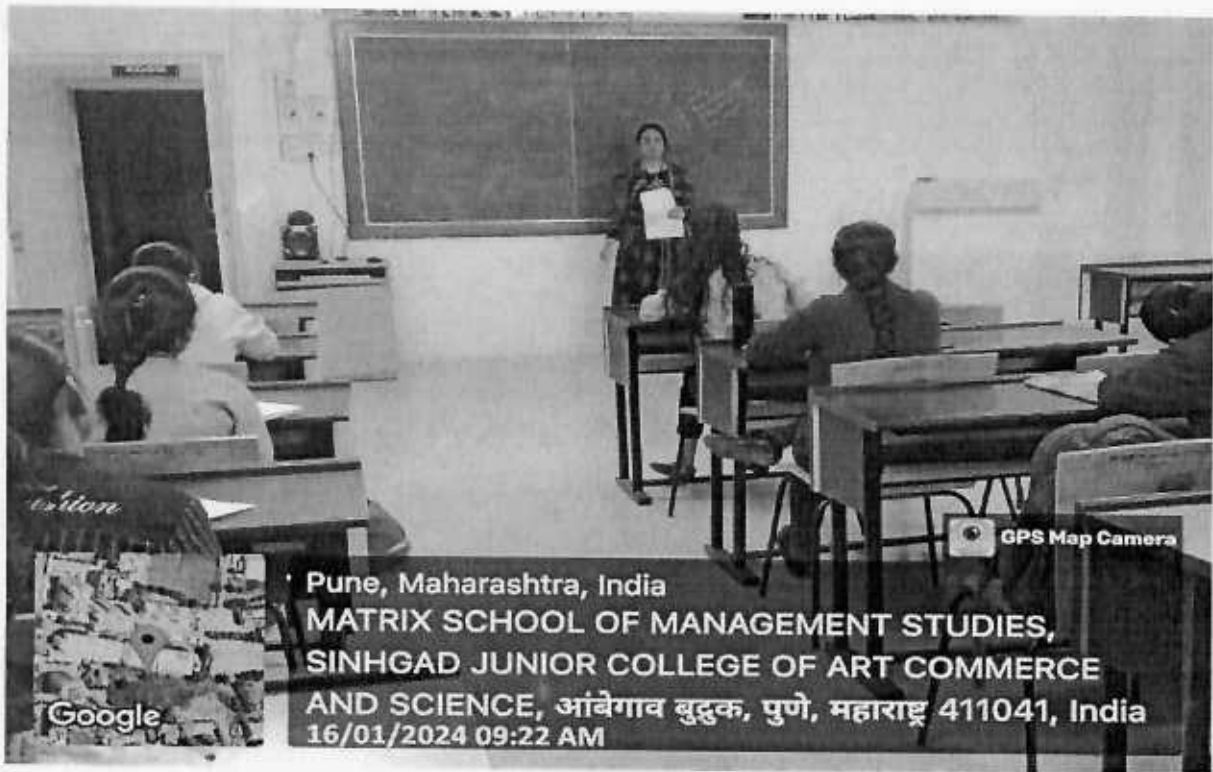
The Matrix Educational Foundation's
Matrix School of Management Studies
Pune

Title of the Activity:	BASIC ABILITIES & SKILLS ENHANCEMENT (BASE) PROGRAMME: <i>meeting [Agenda & minutes]</i>
Day & Date:	Tuesday 16/01/2024
Category of Activity:	Curricular / Co-curricular / Extra-curricular activity / Social
Organized Under:	IQAC, MSMS
Objectives:	To understand how to write Agenda of the meeting To learn how to write minutes of the meeting
Level:	Institute / City / State / National / International
Name, Organization and Designation of Expert	Deepika Pareek, Soft skill Trainer, Nexus Marketing
Number of students benefitted	19
Summary report:	A session was conducted for explaining what is agenda of meeting and what is minutes of the meeting also it was discussed what is the use of writing an Agenda before the meeting starts and similarly use of Minutes of the meeting was discussed. Sample of agenda of meeting were written in the class and one Agenda writing was written by themselves to make sure they understood the concept.
Outcome:	Students were able to understand about what is agenda of meeting, what is minutes of meeting and how to write or create it.
Name of Staff coordinators:	Dr Anand Padle

Satish
Prof. (Dr) Satish Ubale
Director

Anand
Dr Anand Padle
Coordinator





The Matrix Educational Foundation's

Matrix School of Management Studies

MBA I Semester II Division A

Basic Abilities and Skills Enhancement (BASE) Program

Topic: Meeting [Agenda & Minutes]

Attendance Sheet

Date: 16/01/2024

Roll No.	Student Name	Signature
2023-25-01	AMBHURE DIPALI BHARAT	
2023-25-02	ANACHE PRITI SANGAPPA	
2023-25-03	ARADHYE NACHIKET	
2023-25-04	BABAR TEJAL VIJAY	
2023-25-05	BAHIRE ANJALI RAOSAHEB	
✓ 2023-25-06	BANSOD RUTUJA SOMNATH	<u>R. S. Bansod.</u>
2023-25-07	BANSODE PRAJAKTA SUKHADEV	
2023-25-08	BAWAGE SAURABH SANJAY	
2023-25-09	BELDARE MILIND TANAJI	
2023-25-10	BHAGAT SAKSHI SHEKHAR	
2023-25-11	BHANDARI BHAGYASHRI MALLAPPA	
2023-25-12	BHENWAL PRACHI PRALHAD	
✓ 2023-25-13	BHIMPUR HATIM	<u>Hatim</u>
2023-25-14	BHOSALE PRATIK PRASHANT	
2023-25-15	BHOSALE SUSHANT DATTATRAY	
2023-25-16	BIRADAR PAVAN GORAKH	
2023-25-17	BONDE AMOL NAVNATH	
2023-25-18	BUDDE HANUMANT MANOHAR	
✓ 2023-25-19	BUIKULE PRATIKSHA MARUTHI	<u>Pratikule.</u>
2023-25-20	DAKHODE ABHINAV SANJAYRAO	
✓ 2023-25-21	DEGALE POONAM DHONDIRAM	<u>Pegalle</u>
2023-25-22	DESAI VANITA MAHADEV	
2023-25-23	DIVATE ABHISHEK ARJUN	
2023-25-24	DONGARE DIKSHA	
2023-25-25	DUDHAL PRIYA SANDIPAN	
2023-25-26	GAIKWAD SANJANA SHAM	
2023-25-27	GAJRE MAYUR	
2023-25-28	GANVIR NIDHI ASHOK	
✓ 2023-25-29	GAWANDE ISHALI SANJAYRAO	
✓ 2023-25-30	GHULE SHWETA MANOJ	<u>Shweta</u>

Roll No.	Student Name	Signature
2023-25-31	HEMADRE NILESH UMAKANT	
2023-25-32	HIRVE RUSHIKESH VAMAN	
2023-25-33	HIVARE GANESH	
2023-25-34	HOLEY CHAITANYA NITINKUMAR	
2023-25-35	HOLKAR SURAJ BHIMRAO	
✓ 2023-25-36	JADHAV SARIKA PARSHURAM	<i>Jadav</i>
2023-25-37	JADHAV TRUPTI RAGHUNATH	
2023-25-38	JADHAV VIVEK	
✓ 2023-25-39	JAGTAP POOJA ABASAHEB	<i>Jagtap</i>
2023-25-40	JANGLE PRIYANKA NILESH	
2023-25-41	JIDAGE ABHISHEK VISHWANATH	
2023-25-42	JOSHI PRACHI SUNIL	
✓ 2023-25-43	KADAM DHANASHREE NITIN	<i>Kadam</i>
✓ 2023-25-44	KAKADE PRANJAL KASHINATH	<i>Kakade</i>
2023-25-45	KALE RANJEET SANJAY	
✓ 2023-25-46	KAMBLE DNYANESHWARI DHANANJAY	<i>Kamble</i>
2023-25-47	KAMBLE PRIYA DEVAPPA	
2023-25-48	KANGHANTI YASH HANUMANT	
2023-25-49	KARANDE VAISHNAVI VYAS	
2023-25-50	KAREKAR RUTIKA CHANDRAKANT	
2023-25-51	KATKAR SOMESHWAR JAGANNATH	
✓ 2023-25-52	KHADE SHUBHANGI SANTOSH	<i>Khade</i>
2023-25-53	KHANDERAO PRANITA PRADIP	
2023-25-54	KHARAT ATHARV MAKARAND	
✓ 2023-25-55	KHELBUDE SUYASH SANTOSH	<i>Khelbude</i>
2023-25-56	KHENGARE ABHISHEK BAJRANG	
2023-25-57	KOGDE PRATHMESH ANIL	
2023-25-58	KORADE DNYANESHWAR BIBHISHAN	
2023-25-59	KUMKAR MAYUR VIJAY	
2023-25-60	KUTE SAURABH SAMBHAJI	

The Matrix Educational Foundation's		
Matrix School of Management Studies		
MBA I Semester II Division B		
Basic Abilities and Skills Enhancement (BASE) Program		
Topic: <u>Meeting [Agenda & Minutes]</u>		
Attendance Sheet		Date: 16/01/2024
Roll No.	Student Name	Signature
2023-25-61	LANDAGE SHIVANI SURESH	
2023-25-62	LAWAND RUCHITA YASHWANTRAO	
2023-25-63	LIMBHORE SANJANA SNATOSH	
2023-25-64	LUNIYA TEJAS MAHAVEER	
2023-25-65	MAHINDRAKAR PRAJWAL DIPAK	
2023-25-66	MALI VIKAS SHIVAJI	
2023-25-67	MANE SAURABH SATISH	
2023-25-68	MANKAR ANUJ MANISH	
2023-25-69	MANKAR YASH PRAFULLA	
✓ 2023-25-70	MANVAL APURVA ASHOK	<u>Apurva</u>
2023-25-71	MASKAR PRADIP LALASO	
✓ 2023-25-72	METKARI KISHOR	
2023-25-73	MHASKE PRANAY KALIAS	
✓ 2023-25-74	MISAL GOVIND PARMESHWAR	
✓ 2023-25-75	MOHITE VAISHNAVI BALAJI	<u>Moहित</u>
2023-25-76	MULANI ARMAN JAKIR	
2023-25-77	MUTHE PRANJAL RAM	
2023-25-78	NADAR ROHIT VENKATESH	
2023-25-79	NALE VAIBHAV SUNIL	
2023-25-80	PANDKAR SANDIP DHANANJAY	
2023-25-81	PATWARDHAN CHAITRALI MOHAN	
2023-25-82	PAWALE ANKITA ANANTA	
2023-25-83	PAWAR MAHESHWAREE SANJAY	
2023-25-84	PAWAR NITIN AJAY	
2023-25-85	PAWAR PRUTHVIRAJ PRAKASH	
2023-25-86	PAYGUDE MEGHA RAMDAS	
2023-25-87	PISAL RUSHIKESH SANDIP	
✓ 2023-25-88	PRAJAPATI DEEPAK KUMAR RAMMURTI	<u>Deepak</u>
2023-25-89	PUNDAKARE PRASHANT GOVIND	
2023-25-90	RAJPUT VISHNU	

Roll No.	Student Name	Signature
2023-25-91	RAUT ADARSH LAHU	
✓ 2023-25-92	SAKHARE SHRUTIKA SHIVKUMAR	<i>Shruti</i>
2023-25-93	SANAS SNEHA KAILAS	
✓ 2023-25-94	SANGADE SUYASH DATTU	<i>Suyash</i>
2023-25-95	SANGADE TUKARAM VITTHAL	
2023-25-96	SANT NILAMBARI CHANDRASHEKHAR	
2023-25-97	SAPTASAGARE SANJANA SUNIL	
2023-25-98	SARWE ISHA SUKHDEO	
2023-25-99	SAWANT ATUL DEEPAK	
2023-25-100	SAWANT YASH AJAY	
2023-25-101	SHAH SANSKAR MANILAL	
✓ 2023-25-102	SHARMA DIVYA MANPATRAO	
2023-25-103	SHARMA GAURAV VIJAY	
✓ 2023-25-104	SHELAR NINAD SAMEER	<i>AS</i>
2023-25-105	SHEWALE AAYUSH GAJANAN	
2023-25-106	SHEWALE RAHUL VIJAY	
✓ 2023-25-107	SHIKALGAR ALINA ANWAR	
2023-25-108	SHILIMKAR ANUJ KANTA	
2023-25-109	SHINDE ABHISHEK SUDAM	
2023-25-110	SHINDE ATHARVA SANJAY	
2023-25-111	SHINDE SOMNATH CHANDRAKANT	
2023-25-112	SHINDE UMESHCHANDRA DAULAT	
2023-25-113	SHIRSAT VAIBHAV ANIL	
2023-25-114	SOMWANSI SHREYA SUNIL	
2023-25-115	SONAL BHARAT NARASAPPA	
2023-25-116	SONTAKKE MONIKA DEVENDRA	
2023-25-117	TAKALE YASH RAJENDRA	
2023-25-118	THAKARE PRATIKSHA GULAB	
2023-25-119	UKARDE AKANKSHA KAILASHRAO	
✓ 2023-25-120	WAGH DHANANJAY PRASHANT	<i>Wagh</i>
2023-25-121	WAGHMARE SHWETA VIJAY	
2023-25-122	WANKHADE SANDIP LAXMAN	
✓ 2023-25-123	ZADBUKE SHATAKSHI SIDDHESHWAR	
2023-25-124	PINGALE SHRIKANT CHANDRAKANT	
2023-25-125	GAIKWAD PANDURANG BHUJANGRAO	