**Minutes of Meeting-Weekly Task Review Meeting**

11/04/2023

On 10th April 2023, the weekly task review meeting was held among the SEEP Team members under the chair of Mr. Sanjay Parashar (Head of CCPD-SEEP). The following things were discussed in the Meeting.

**Present**

1. Mr. S
2. Dr. S
3. Mr. D
4. Dr Z
5. Ms. P
6. Mr. G
7. Ms. A
8. Mr. A
9. Mr. M
10. Ms. K
11. Mr. B

**Absent**

1. Mr. S
2. Ms. K
3. Dr. M
4. Ms. L

**Minutes are as follows**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsibility** | **Objective/SLA** |
| First year Soft Skill Course File Review | Dr. S  Ms. K | Course File Content Review latest by 11.04.23. |
| Verbal Ability Course File Review | Mr. B  Ms. P | Course File Content Review latest by 11.04.23. |
| Soft Skill activity based Course File Review | Mr. Singh | Course File Content Review latest by 17.04.23.. |
| LDP of Soft Skills, verbal ability , quantitative aptitude and LR | All faculty members | To prepare LDP of all the course content including practice papers. |

**Instructions & Deliberations**

* All the faculty members are …………………………………………..
* It was decided that ………………………………………………..
* All faculty members ……………………………………………………………..