# Hemanth

ERP bug testing and being reported to software team for corrections

GST filing and Taking up income tax 20-21 and filing 19-20 . Discussions with auditors. He has to share the GST filing data to Deepa for further processing of TNSDC and other registration.

Pending recruitments and details have to be shared to the management in the next meeting

Hemanth has to consolidate the employees data with designation and roles & responsibility telephone number to SAI so that official emailID can be generated. All the emailID details has to be shared to COO

# DEEPA, Raghul, VARAPRASAD

Varaprasad has explained that he had conducted workshops on Cloud technology and Network and got good feed back . Management requested him to develop such workshops in Gemlab also and get such good feedbacks , certificates and record the same for better growth of our company.

Deepa informed that Entrepreneurship training is scheduled from 1st October 2020 for which publicity has been done but the response is poor. Management felt that Diploma and other Training courses on IoT, PCB and Software Training etc., may be prepared to enhance our business.

**MEETING NOTES dated 25-9-20**

It was suggested to include to prepare future Videos with actual instruments and software to demonstrate real working of embedded systems which will attract more views and subscriptions. Part 5 & 6 Videos prepared.

# Saikriba and Arunkumar

Additional points are taken up for modification and the uploaded details would be tested by Team for glitches.

Company with branch software is being developed. The entire software has to be finalised as early as possible and to take up future projects already planned. These details have to be shared to COO

# Sithuraj

Sithuraj has been asked to share the client agreed requirements of Sportsaw to COO . In order to meet develop the agreed requirements if any plugins to be purchased has to be clearly spelt by 26 th Sep 2020 evening after discussion with Sai. If any requirement of Sportsaw has to be informed to Management for further action and this project has to be closed at the earliest.

Sithuraj and team has to share all the work carried out in the digital marketing and future projects road map to COO and the management. They may also obtain positive feed back from the clients and users for the growth of our company.

# Kishore and Manivannan

They explained their activities and it appears they are performing their tasks assigned ie, 5 articles per day each. Management feels to improve the articles to 12 and Better methods and technology nave to be explored to increase the productivity.

# VASavi veNkadasai

Part 5 & 6 Videos prepared with codes. VASAVI and Venkadasai have to update the websites with our latest training and other important developments news. We have to understand the concept of Trainers to Train and get ourselves register in the Skill Development India as Experts in different subjects listed more than 2000 and participate in the training to develop our business.

Vasavi and Venkadasai have to participate in product development and have furnish the scope details within a week time. They can participate in the funding projects of Govt. to generate business for our company.

Note:

All the employees are requested to attend office for better coordination and progress of work

Time line for all the pending tasks have to be specified by all the employees

Each day morning the tasks proposed to do and in the evening actual tasks completed and reasons for not completing may be shared to COO and the Management

In future the tasks with targets and performance would be watched through GEMSMANAGER and based on performance would be evaluated for monetary benefits.