**VistaG Consult (Pvt) Ltd**

**Meeting Minutes**

**October 18th, 2021**

**Opening**

The meeting of requirement gathering for VGM was conducted on October 18, 2021 through Zoom platform.

**Present**

Mr.Muneer

MR.Nuskhi

Mr.Raza

Mr.Ayoob

**Meeting Discussions**

To Display Who will be communicated Agent or Factory

Display a different log for factory PO

Keep a meeting with Mr.Anas

Need factory received & needs

Mention what emails needed to be sent

Create an excel sheet & Mr.Muneer wil update

Mr.Muneer will have a discussion with Production & Logistics

Mr.Muneer will discuss the users accesses on later date

**Adjournment**

Meeting was adjourned at 11.00 pm through Zoom platform.

Minutes Submitted By : Ayoob Zawahir

Minutes Approved By : Nuski Rauf