QPG

Minutes of Meeting

HR Departmental Managers' weekly follow-up Meeting

I. Call to Order:

Mr. Paul called the meeting for weekly follow-up from HR departmental managers at 4:00 pm. The meeting held at the *Conference Room 436* on 2nd May, 2020.

II. Attendees:

Members invited for meeting: 06

No. of the present members: 05

Present:

- Mr. Paul, Head of HR.
- Ms. Maria, Training Incharge.
- Ms. Karina, Recruitment and Talent Acquisition Incharge.
- Mr. Ingrid, HR operations Specialist.
- Ms. Hannah, Assistant HR operations Specialist

Absent

• Mr. Edward, HR operations coordinator.

III. Review of Minutes of meeting from 22nd April, 2020:

Decided to line up interviews for finance department in 1st week on May.

Discussed launch of 2 training programs.

Every member in meeting agreed the idea of contacting external trainers to conduct our training program.

IV. Agenda Items:

a) Training department updates

- a. Presented by: Miss. Maria
- b. **Time:** 4:05 pm

c. Points Discussed:

- i. Two externals trainers are on board with us for Internet and Call center training program.
- ii. A lot of absences in Call center training session .
- iii. IT department would be ready to conduct Internet training in the month of June.
 - 1. Training not started due to some delays from IT department.

d. New Action Items:

Action Items	Owner(s)	Deadline	Status
Speak to Anna about Call center trainings.	Mr. Paul	Before next meeting	Mr.Paul will talk to Anna and he'll get back to Ms. Maria
Update meeting with Madam Lucy about internet training.	Miss Maria	Before next meeting	Maria will take updates about when will the IT department be ready for Internet training.

b) Interviews for finance department openings

- a. Presented by: Miss. Karina
- b. **Time:** 4:15 pm

c. Points Discussed:

- i. Three applicants for the post of Finance Assistant.
 - 1. Interviews scheduled on 3rd and 4th May.

2. Karina is not available to take interview on 3rd May so someone else has to be there from managers to take interview with Miss. Maya.

d. New Action Items:

Action Items	Owner(s)	Date	Status
Take interview for finance assistant.	Mr.Paul and Miss Maya	3rd May, 2020	The interview is scheduled on 3rd May,2020 at 1:30 pm

- c) Budget for recruitment drive in universities next months
 - a. Presented by: Miss. Ingrid
 - b. **Time:** 4:22 pm
 - c. Points Discussed:
 - i. The team is drafting budgets and they are negotiating with 2 universities to sponsor in their job fairs.
 - d. New Action Items: None

v. Addition to Agenda Items:

Ms. Maria mentioned that she is helping Mr. David to sponsor one-day event on School's day to inform students about energy.

- i) Mr. Paul advised Maria to proceed cautiously as this sponsorship doesn't come under training budget at it's a marketing task.
- ii) Mr. Paul asked to keep him updated about how things go.

VI. Agenda of next meeting:

Mr. Paul will notify everyone about agenda and date of the next meeting through email.

VII. <u>Adjourn:</u>

Meeting adjourned at 4:30 pm.

Minutes submitted by:

Eisha Tir Raazia 17K-3730 Section C

VIII.