# Minutes of Meeting

# **HR Departmental Managers' weekly follow-up Meeting**

1. 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.*

1. 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.

1. 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.

1. Agenda Items:
2. **Training department updates**
   1. **Presented by: Miss. Maria**
   2. **Time: 4:05 pm**
   3. **Points Discussed:** 
      1. **Two externals trainers are on board with us for Internet and Call center training program.**
      2. **A lot of absences in Call center training session .**
      3. **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.**
   4. **New Action Items:**

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| 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 |

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| 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. |

1. **Interviews for finance department openings**
   1. **Presented by: Miss. Karina**
   2. **Time: 4:15 pm**
   3. **Points Discussed:** 
      1. **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.**
   4. **New Action Items:**

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| 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 |

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

* + 1. **Mr. Paul advised Maria to proceed cautiously as this sponsorship doesn't come under training budget at it's a marketing task.**
    2. **Mr. Paul asked to keep him updated about how things go.**

1. Agenda of next meeting:

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

1. Adjourn:

**Meeting adjourned at 4:30 pm.**

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|  |  |  | Minutes submitted by:**Eisha Tir Raazia****17K-3730****Section C** |
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