Jalaj Mathur <jalaj.mathur@genusinnovation.com>

Einframe : Process implementation status meeting

Jalaj Mathur <jalaj.mathur@genusinnovation.com>   Wed, Oct 13, 2021 at 6:17 PM
To: GIL R&D <gil-rnd@genusinnovation.com>

Dear All,
Please find the brief of today's meeting as below :

1. In progress and completed task commenting as per below format at task approval page is mandatory, to show the status of that particular task at task report page

"Date" : "Comments"

For example

13/10/21 : The circuit design is 80% completed.

Ensure every time new comments should be at top of all previous comments. Also do not delete the previous comments, if still they are applicable, if not applicable at all then can delete that particular.

2. Feedback status can be seen at feedback options.
3. Review of planning must be there, before release, it may be either peer review, or may be subject matter expert review.
4. Ensure planning must be mutual with all corresponding team members / functional heads.
5. For planning, meeting, resource allocation effort estimations, negotiations etc should do separately.
6. Plan review can be done with Tarun sir also as Senior management review.
7. But ensure each review should be planned.
8. Take projects by this only.
9. Minimize the action items.

Thanks & Regards,

Jalaj Mathur | Manager

R&D

M: +91 9314330012 | **D:** +91 141 7102574

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On Wed, Oct 13, 2021 at 10:08 AM Jalaj Mathur <jalaj.mathur@genusinnovation.com> wrote:

Dear All,
Today we'll meet at 4.30 PM at the R & D conference room.

Agenda :

1. Will share 2 new updates regarding our feedbacks.
2. Project status discussion.
3. Further roadmap suggestions
4. Queries

Thanks & Regards,

Jalaj Mathur | Manager

R&D

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