



Jalaj Mathur &lt;jalaj.mathur@genusinnovation.com&gt;

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## Einframe : Process implementation status meeting

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**Jalaj Mathur** <jalaj.mathur@genusinnovation.com>

Sat, Oct 30, 2021 at 4:11 PM

To: GIL R&amp;D &lt;gil-rnd@genusinnovation.com&gt;

Dear All,

Please find the brief of today session :

1. For better planning please do team meetings timely.
2. Project members allocation and negotiation should be done in meetings.
3. Use Incident management to logs defects in any review / testing etc.
4. Please go through the TQM formats before next session. (attached for reference).

Thanks &amp; Regards,

**Jalaj Mathur** | Manager

R&amp;D

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On Sat, Oct 30, 2021 at 11:29 AM Jalaj Mathur &lt;jalaj.mathur@genusinnovation.com&gt; wrote:

Dear Team,

Today's session time is 1.50 PM, please be available on time at the R &amp; D conference room.

Thanks &amp; Regards,

**Jalaj Mathur** | Manager

R&amp;D

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On Wed, Oct 20, 2021 at 9:54 AM Jalaj Mathur <[jalaj.mathur@genusinnovation.com](mailto:jalaj.mathur@genusinnovation.com)> wrote:

Dear Team,

Today's session time is 1.45 PM, please be available on time at the R & D conference room.  
And also please do preparation as per below mail.

Thanks & Regards,

**Jalaj Mathur | Manager**

R&D

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On Tue, Oct 19, 2021 at 10:34 AM Jalaj Mathur <[jalaj.mathur@genusinnovation.com](mailto:jalaj.mathur@genusinnovation.com)> wrote:

Dear Umesh and Abhishek and Raghvendra,

As your projects are on going through Einframe, please see your corresponding project reports in Einframe, and analyse, correct & complete the data (if required), you all three will show your project status with corresponding projects reports on tomorrow (20th Oct.21) session.

Other team members also see these reports and prepare for understanding and queries.

Thanks & Regards,

**Jalaj Mathur | Manager**

R&D

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On Wed, Oct 13, 2021 at 6:17 PM Jalaj Mathur <[jalaj.mathur@genusinnovation.com](mailto:jalaj.mathur@genusinnovation.com)> wrote:

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**

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On Wed, Oct 13, 2021 at 10:08 AM Jalaj Mathur <[jalaj.mathur@genusinnovation.com](mailto: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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