Date: 18.07.2023

POINTS DISCUSSED ON TODAY`S MEETING

PROJECT WAVE

1. If employee adds CFT team member, the process should moves to concern person Reporting manager login. Reporting manager can confirm or align other person from their team.
2. For Internal projects Functional Head approval is final, if the project with CFT or external BH approval is required.
3. Alert Mail to employee based on Project end date to be initiated.
4. Project status to be captured as completed projects, dropped out and in progress.
5. Reports – Department wise total projects initiated to be captured.
6. Once the project completed employee need to submit the proof and it should be approved by Functional Head.

OUTLOOK CALENDAR

1. New meeting- Series meeting (existing flow) need to check.
2. New meeting- Location to be added.