**Minutes of Meeting**

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| Date | 4 Dec 2022 |
| Location | Google Meeting |
| Attendees | Ankita, Priyanka, Chandan, Amrit, Moonmun, Satyabrata, Sarada |

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| Sl No. | Item Description | Type | Proposed By | Action By | Action By Date |
| 1 | Update Working Requirement sheet | Action | Satya | Chandan | 4 Dec 2022 |
| 2 | Discussion on minimization of dead stock | Discussion |  |  |  |
| 3 | Discussion on receiving purchase information in different modes. | Discussion |  |  |  |
| 4 | MOM Preparation | Action | Satya | Priyanka | 4 Dec 2022 |