**Quartz Power Group (QPG)**

**United Kingdom (UK)**

**Weekly Meeting Minutes For HR Departmental Managers**

Venue : Conference room

Date : Monday , 04 May 2020

Time : 12:00 pm

Chair : Paul (Head of HR Department)

**Topic : Weekly Progress Report For Each HR Department**

**Attendees:**

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| **Name** | **Department** |
| Paul | Head , HR Department |
| Maria | Training Department |
| Karina | RecruitmentDepartment |
| Zain | Production Department |

**Proceedings:**

1. Meeting started at 12:00 pm and was chaired by Paul (Head of HR Department)
2. Updates from each HR Departments
3. Updates from Training Departments
   1. Joining of two external trainees this week , of which one works with call centre
   2. New marketing strategy was planned by Maria, Manager Training Department ,for David working in Marketing Department , for sponsoring a one day event for schools students to brief them about energy
   3. Issues were raised by Maria , as there was lots of absences in last training at the call centre
   4. She added that there was a delay in the report of Internet Training from IT Department , but it will be ready by next month
4. Updates from Recruitment Departments
   1. Three applicant have applied for the position of finance assistant , of which one is our receptionist
   2. Karina needs a one day leave which was granted by Paul
   3. Due to her leave , Karina would not be able to take interviews for the applicants
5. Updates from Production Departments
   1. They have met their weekly target
   2. One employee is on sick leave due to malaria
6. Suggestions About Future
   1. Annual picnic will be planned for all employees and this task was headed to Zain , to finalise venue and budgetting
7. Concluding Remarks
   1. Paul concluded with the remarks that all the task that were pending and those freshly assigned must be completed by the next meeting