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Address : ABC 2/77, HARHARWALA BLGD SANE GURUJI MARG

Phone No : 24711856

Verification Details

If No, (Given Reason) :

Person Met : ☒ Yes ☐ NO

[illegible][illegible]

Details of the Meeting:	
1. Date:	11/11/2023
2. Time:	10:00 AM - 11:30 AM
3. Location:	Room 101, 10th Floor, 123 Main St, New York, NY 10001
4. Attendees:	John Doe (Chair), Jane Smith, Alex Johnson, Emily White, Michael Brown
5. Agenda:	<ul style="list-style-type: none"> 10:00 AM: Meeting Start & Welcome 10:15 AM: Review of Previous Meeting Minutes 10:30 AM: Presentation by Alex Johnson on Q3 Financials 10:45 AM: Discussion on Marketing Strategy for Q4 11:00 AM: Break 11:15 AM: Presentation by Jane Smith on New Product Development 11:30 AM: Meeting End
6. Action Items:	<ul style="list-style-type: none"> John Doe: Review and approve Q3 financial report by 11/15/2023. Jane Smith: Lead the marketing strategy discussion and provide recommendations by 11/20/2023. Alex Johnson: Prepare a detailed report on the new product development progress by 11/25/2023.
7. Notes:	<p>The meeting was productive, with all key topics discussed. The marketing strategy for Q4 is being finalized. The new product development is on track, and the financials for Q3 are being reviewed.</p>

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[illegible][illegible]

Any Other Information Gathered:

[illegible]

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Supervisor Signature



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