

RELEVANTZ -MOM

INCIDENT RESPONSE MEETING

26 SEPTEMBER 2023 / 12:00 PM / Virtual

ATTENDEES

Sanjai [organizer]

ASHWIN KUMAR,Rajkumar,Sneha, Karnisha[Team Members]

Rajesh Kumar pandiarajan [Facilitator]

AGENDA

Activity List

speaker	Activity	Time Allocated
Team Lead	Issue Discussion	15 min
Stakeholder	Discussion with stakeholder	20 min
Project Manager	Assign Task for Team	20 min
Team Lead	Conclusion	10 min

NOTES

- Network issues causes outage in working modules
- Network Servers need to update
- Providing Backup server to stakeholders and ask 2 days time to resolve the issue

ACTION ITEMS

Members	Task Assigned	Action items
Sanjai	Provide Backup Server to stakeholder	Need to Check with IT Team
Sneha	Resolve bug in code	check with Development Team
Karnisha	Update modules in system	In progress
Aswin kumar	Test sample modules in server	Check with Testing Team
Rajkumar	Check the CI/CD Pipelines	In progress