

Binary Quest Limited  
245/2, New Circular Road  
Malibagh, Dhaka-1217  
Bangladesh

## Meeting Minutes

### OLiLA HRM Training

#### Training Checklist.

1. Employee Loan
2. Employee Mobile Bill
3. Employee Orientation
4. Employee Assessment
5. Employee Asset
6. Employee (Incident, Relative in OLiLA, Declaration, Personal Checklist).
7. Requirement

<b>Date &amp; Time:</b>	05/31/2023 15:00:00
<b>Responsible:</b>	Md. Shahajalal Hossain
<b>Note Taker:</b>	Md. Shahajalal Hossain
<b>Location:</b>	Any Desk
<b>Attendees:</b>	Md. Shahajalal Hossain, rujina1099@gmail.com

### Agenda Items

#	Topic	Description / Notes	Discussed
1	<b>Requirement</b>	How to create requirement requests, approve, create applications, and create employee or refuse.	Yes
2	<b>Mobile Bill</b>	How to set mobile bill limits and deduction exceed amount.	Yes
3	<b>Employee Asset</b>	How to create an asset, asset allocate, asset returned, and re-allocate.	Yes

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#	Topic	Description / Notes	Discussed
4	<b>Employee</b>	How to set Incident, Relative in OLILA, Declaration, and Personal Checklist in employee apps.	Yes
5	<b>Employee Loan</b>	Do not permission to the respective user, when given permission then I will train up.	Yes
6	<b>Employee Orientation</b>	Do not permission to the respective user, when given permission then I will train up.	Yes

## Actions / Decisions

#	Action / Decision	Description / Notes	Responsible	Assigned To	Deadline
1	<b>Features Permission</b>	When given permission on the rest of the features, I will train them.			