

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

Meeting Minutes

OLiLA HRM Training (Employee Orientation & Assessment.)

Training on Employee orientation and Employee Assessment.

| | |
|-------------------------|--|
| Date & Time: | 06/19/2023 15:30:00 |
| Responsible: | Md. Shahajalal Hossain |
| Note Taker: | Md. Shahajalal Hossain |
| Location: | Anydesk |
| Attendees: | Matiar Rahman, Md. Shahajalal Hossain, Mostofa Zaman, rujina1099@gmail.com |

Agenda Items

| # | Topic | Description / Notes | Discussed |
|---|---|--|-----------|
| 1 | Employee Orientation Configure | How to configure employee Orientation checklist and checklist line. | Yes |
| 2 | Employee Assessment Configure | How to configure employee assessment type, checklist line, and checklist Item. | Yes |
| 3 | Orientation request and completing. | How to employee orientation request, Ongoing and mark as done. | Yes |
| 4 | Assessment request accept and completing | How to Employee assessment requests accept and mark? | Yes |

Actions / Decisions

| # | Action / Decision | Description / Notes | Responsible | Assigned To | Deadline |
|---|-------------------|---------------------|-------------|-------------|----------|
|---|-------------------|---------------------|-------------|-------------|----------|

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| # | Action / Decision | Description / Notes | Responsible | Assigned To | Deadline |
|---|----------------------|---|-------------|----------------|------------|
| 1 | Employee Exit | Employee exit training tomorrow 20/06/2023 | | | 06/20/2023 |