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**Eltizam MOM – Project Status meeting**

Eltizam

Client Name

NeoSOFT is a SEI-CMMI Level-5 Global IT Consulting & Software Solutions Provider

**8th June,** 2023

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| **Meeting Date, Time, and Attendee Details** | |
| **Date** | 8th June 2023 |
| **Venue** | MS Teams |
| **Time** | 04.00 PM – 04.30 PM IST |
| **Meeting Type** | Wireframes Review, SRS document updates, Project status |
| **Internal Attendees** | * YallaReddy * Karthik Natarajan * Nikita Lomate |
| **Client Attendees** | * Karuna Pawar |
| **Presented By** |  |
| **MOM Prepared By** | * YallaReddy |

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| **Details of Meeting** | |
| **Sr. No.** | **Description** |
| 1 | Discussed current status of submitted wireframes feedback from End client. |
| 2 | Karuna mentioned that, Master modules wireframes review session done with client and Evaluation process screens yet to review. |
| 3 | Waiting from Karuna to get information on   * Evaluation Assessment form * Invoice receipt * Payment receipt details. |
| 4 | Discussed that on master modules wireframes, we are fine to start design phase. So once approval email provided by Vinod & team then, we will start design in coming days. |
| 5 | Evaluation modules will be reviewed & finalized by end client in parallel. So, we will start Design & Development. By that time, we will get confirmations on pending modules. |
| 6 | We are submitted SRS document for Master modules today to Eltizam team & co-ordinate with Karuna on further steps. Also, confirmed to Karuna that we will write SRS documents for Evaluation modules too & reach her if any blocker. |
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| **Actionable** | | | | | |
| **Sr. No.** | **Action Item** | **Assigned to** | **Assigned Date** | **Expected Completion Date** | **Status** |
| 1 | Vinod & team will send an email for approval on Master module wireframe. So we will start Design. | Eltizam team | 8/6/2023 | 9/6/2023 |  |
| 2 | NeoSOFT will submit SRS-I copy which covered only master modules. | NeoSOFT | 8/6/2023 | 8/6/2023 |  |
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