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**MOM – Project updates**

Eltizam

Client Name

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

**31st Aug,** 2023

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| **Meeting Date, Time, and Attendee Details** | |
| **Date** | 31st Aug 2023 |
| **Venue** | MS Teams |
| **Time** | 04.00 PM – 04.30 PM IST |
| **Meeting Type** | Project status discussions |
| **Internal Attendees** | * YallaReddy * Nikhita |
| **Client Attendees** | * Karuna Pawar |
| **MOM Prepared By** | * YallaReddy |

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| **Details of Meeting** | |
| **Sr. No.** | **Description** |
| 1 | Discussed feedback from Vinod on submitted wireframes, SRS documents. |
| 2 | Vinod & Karuna both confirmed that design looks good we can start next phase for the development. |
| 3 | Karuna requested NeoSOFT to draw project flow diagram to submit to business team which gives overall project idea. |
| 4 | NeoSOFT received confirmations but asking again in email to signoff. |
| 5 | Figma URL  <https://www.figma.com/file/XWYl9trSHWtPdOCUUsqbYj/EltizamWebAdminApp?type=design&node-id=100-26750&mode=design> |
| 6 | Super Admin - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=100%3A26750&type=design&node-id=188-3750&viewport=1427%2C-875%2C0.23&t=mQOsCXjQdl6SPxbw-1&scaling=scale-down-width&starting-point-node-id=188%3A3750&mode=design> |
| 7 | Requestor - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=590%3A15981&type=design&node-id=939-85811&viewport=3273%2C-1193%2C0.46&t=gg0IOC4fRDaadAX8-1&scaling=contain&starting-point-node-id=645%3A39637> |
| 8 | Valuer - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=918%3A21571&type=design&node-id=918-63744&viewport=1458%2C314%2C0.2&t=IznqtEJ3bFjznZrM-1&scaling=scale-down-width&starting-point-node-id=918%3A21573> |
| 9 | Approver - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=746%3A19728&type=design&node-id=1126-40230&viewport=1260%2C-1835%2C0.15&t=m6N9hQaEJiJloeDG-1&scaling=scale-down-width&starting-point-node-id=1194%3A36064> |
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| **Actionable** | | | | | |
| **Sr. No.** | **Action Item** | **Assigned to** | **Assigned Date** | **Expected Completion Date** | **Status** |
| 1 | NeoSOFT will give project flow diagram | Nikhita | 8/31/2023 | 9/07/2023 | Pending |
| 2 | Only pending things are Generate Report and give currency master things. | Karuna & Team | 8/31/2023 | 09/15/2023 | Pending |
| 3 |  |  |  |  |  |