

Weekly Status Report MOM

NeoSOFT – A SEI-CMMI Level-5 Global IT Consulting & Software
Solutions Provider

Meeting Date, Time and Attendee Details

Date	10-June-2022
Venue	MS Teams
Time	12:00PM
Meeting Type	Weekly status report
Internal Attendees	- Nilesh Jain - Rachit Goyal
Client Attendees	- Gautam Kantak - Rahul Patil
MOM Prepared By	Nilesh Jain

Details of Meeting

Sr.No	Description
1	Discussed about the progress with the project & weekly status report.
2	Discussed about sign-off on requirement gathering modules.
3	Discussed about VPN setup in NeoSOFT team system
4	Discussed about environment for development. As per Mr. Gautam, Emcure have process of development to be done on Emcure Dev server. As per proposal shared by NeoSOFT Team, Development will be take place on NeoSOFT infrastructure only.

Actionable

Sr.No	Action Item	Assigned to	Assigned Date	Expected Completion Date	Status
1	Updated SRS need to be share with Emcure team.	Rachit	10-June-2022	15-June-2022	Pending