



## Weekly Status Report MOM

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

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Meeting Date, Time and Attendee Details				
Date	10-January-2023			
Venue	MS Teams			
Time	12:00PM			
Meeting Type	Weekly Status Report			
Internal Attendees	<ul><li>Nilesh Jain</li><li>Kuldip Wagh</li><li>Sagar Durgade</li><li>Hrushikesh Shinde</li></ul>			
Client Attendees	- Narendra Upasani - Siddharth Amarnath - Rahul Patil			
MOM Prepared By	Nilesh Jain			

Details of Meeting					
Sr.No	Description				
1	NeoSOFT team need to share daily update to Emcure team on shared channel.				
2	NeoSOFT team is able to access VM with multiple users.				

Actionable					
Sr.No	Action Item	Assigned to	Assigned Date	Expected Completion Date	Status
1	As discussed, NeoSOFT team will share updated project plan.	Nilesh Jain	10-Jan-2023	11-Jan-2023	Pending
2	As discussed, NeoSOFT team will host the dev version on Emcure infrastructure	Nilesh Jain	10-Jan-2023	17-Jan-2023	Pending
3	As Discussed, Emcure team will setup communication channel for daily updates.	Rahul Patil	10-Jan-2023	10-Jan-2023	Pending
4	As Discussed, Emcure team will setup sharepoint spreadsheet for keep track of project plan status	Rahul Patil	10-Jan-2023	10-Jan-2023	Pending





5	As Discussed, Emcure team will provide JIRA access by Jan 2 <sup>nd</sup> week.	Rahul Patil	10-Jan-2023	17-Jan-2023	Pending
6	As Discussed, NeoSOFT team is working on Documents and will share by next early week.	Nilesh Jain	10-Jan-2023	17-Jan-2023	Pending