

Weekly Status Report MOM

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

Meeting Date, Time and Attendee Details

Date	10-January-2023
Venue	MS Teams
Time	12:00PM
Meeting Type	Weekly Status Report
Internal Attendees	- Nilesh Jain - Kuldip Wagh - Sagar Durgade - Hrushikesh Shinde
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 nd 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