



Emcure Weekly Status MOM

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

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| Meeting Date, Time and Attendee Details | | | |
|---|---------------------------------|--|--|
| Date | 16-May-2022 | | |
| Venue | MS Teams | | |
| Time | 12:00PM | | |
| Meeting Type | Weekly Status Call | | |
| Internal Attendees | - Nilesh Jain - Rachit Goyal | | |
| Client Attendees | Siddharth Amarnath | | |
| MOM Prepared By | Nilesh Jain | | |

| Details of Meeting | | | | |
|--------------------|--|--|--|--|
| Sr.No | Description | | | |
| 1 | Presented weekly status report | | | |
| 2 | Discussed about sign-off on completed requirement gathering module | | | |
| 3 | Discussed about architecture diagram | | | |
| 4 | Discussed about kick-start the development | | | |

| Actionable | | | | | |
|------------|--|-------------------------|------------------|--------------------------------|---------|
| Sr.No | Action Item | Assigned to | Assigned Date | Expected Completion Date | Status |
| 1 | Emcure team will provide approval on architecture diagram, post that only development phase will begin | SID / Rahul / Gautam | 16-May- 2022 | 16-May-2022 | Pending |
| 2 | Tentative date to provide approval on PIDF, PBF will be 30 th -May-2022 | SID | 16-May- 2022 | 30-May-2022 | Pending |
| 3 | Development phase will begin after approval on architecture diagram | Nilesh | 16-May- 2022 | 23-May-2022 | Pending |