



## 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-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