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**Weekly Status Report MOM**

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

January 10, 2023

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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** | - Nilesh Jain  - Kuldip Wagh  - Sagar Durgade  - Hrushikesh Shinde |
| **Client Attendees** | - Narendra Upasani  - Siddharth Amarnath  - Rahul Patil |
| **MOM Prepared By** | Nilesh Jain |

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| **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. |

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| **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 2nd 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 |