

Sunil Kumar's Comprehensive Agenda & Notes: September 29 - October 5, 2025

Weekly Priorities & Key Objectives

1. **Reliance Deal:** Secure formal buy-in from Alok Verma for the JioMart AI integration (Phase 2).
2. **Q4 Budget:** Get approval for the full marketing budget for the Tier-2 city campaign.
3. **'Sakhi' Chatbot:** Finalize the go/no-go decision for the new vernacular AI model deployment.
4. **Tata AIG Pitch:** Successfully present the claims processing POC and secure a request for a formal proposal.
5. **Hiring:** Make a final decision on the Senior DevOps Engineer candidate.

Monday, September 29, 2025

- **Event:** Prep for Reliance Call
 - **Time:** 8:30 AM
 - **With:** Self
 - **Venue:** Office Desk
 - **Regarding:** Final review of architecture slides. Preparing talking points on data residency and encryption standards for Alok Verma's expected questions.
- **Event:** Internal Stand-up Meeting
 - **Time:** 9:30 AM
 - **With:** Project Surya Team (Meera Krishnan, Arjun Mehra, and team)
 - **Venue:** Office
 - **Regarding:** Unblocking the QA team on latency issues and getting the final sign-off on the UAT deployment checklist.
 - **Action Item:** Follow up with Arjun to ensure the checklist is signed by EOD.
- **Event:** Client Call
 - **Time:** 11:30 AM
 - **With:** Alok Verma and the Reliance Digital team
 - **Venue:** Google Meet (Virtual)
 - **Regarding:** Presenting the final Phase 2 architecture for the JioMart AI integration.
 - **Post-Meeting Action:** Draft and send a follow-up email to Alok Verma recapping the next steps by 3 PM.
- **Event:** Internal Strategy Meeting
 - **Time:** 2:30 PM
 - **With:** Department Leads (Sameer Gupta, Lakshmi Iyer, Anand S., Arjun Mehra)
 - **Venue:** Cauvery Boardroom
 - **Regarding:** The Q4 OKR session. My priority is to present the market analysis report and secure the full budget for the post-Diwali marketing campaign.
- **Event:** Internal Sync
 - **Time:** 4:30 PM
 - **With:** Priya Sharma (HR Head)

- **Venue:** Office
- **Regarding:** Getting clarification on how the new company leave policy affects team members with high accrued leave balances.
- **Event:** Confidential Security Meeting
 - **Time:** 5:00 PM
 - **With:** Anand S. (Head of InfoSec)
 - **Venue:** Office
 - **Regarding:** A detailed review of the critical vulnerabilities in the new VAPT report and immediate budget approval for remediation patches.
- **Event:** Personal Dinner
 - **Time:** 7:30 PM
 - **With:** Nikhil Joshi and his family
 - **Venue:** The Bangalore Club
 - **Regarding:** A social dinner. Reminder to ask about their planned Goa trip.

Tuesday, September 30, 2025

- **Event:** 1-on-1 Meeting
 - **Time:** 10:00 AM
 - **With:** Arjun Mehra
 - **Venue:** Office
 - **Regarding:** Performance review. Discussing his leadership goals, the appraisal cycle for his team, and a mentorship plan for two of his senior engineers.
- **Event:** Internal Sync
 - **Time:** 10:45 AM
 - **With:** Meera Krishnan
 - **Venue:** Office
 - **Regarding:** Discussing her proposal for a dedicated QA automation strategy.
 - **Action Item:** Send Meera the formal budget request template for the new tools and environment after the meeting.
- **Event:** 1-on-1 Meeting
 - **Time:** 11:30 AM
 - **With:** Rohan Desai
 - **Venue:** Office
 - **Regarding:** Reviewing his AWS cost optimization plan. I need to see the projected savings figures and understand any potential impact on service performance before giving the green light.
- **Event:** Marketing Sync Meeting
 - **Time:** 2:00 PM
 - **With:** Sameer Gupta and the Marketing Team
 - **Venue:** Office
 - **Regarding:** Approving the final ad spend and creative drafts for the 'UTSAV' app launch campaign. Also, to finalize the influencer collaboration list.
- **Event:** Focused Work Block

- **Time:** 4:00 PM
- **With:** Self
- **Venue:** Office Desk
- **Regarding:** Clearing pending emails and action items from the morning's meetings.
- **Event:** Medical Appointment
 - **Time:** 5:30 PM
 - **With:** Dr. Kavita Rao
 - **Venue:** Dr. Rao's Clinic, Koramangala
 - **Regarding:** An annual dental check-up.
 - **Action Item:** Book the next 6-month follow-up appointment before leaving the clinic.

Wednesday, October 1, 2025

- **Event:** Company All-Hands Town Hall
 - **Time:** 11:00 AM
 - **With:** All company employees and CEO, Vikram Singh
 - **Venue:** Office / Live-streamed
 - **Regarding:** Hearing the H1 performance review and the annual bonus announcement. Need to gauge team morale from the Q&A.
- **Event:** Post-Town Hall Director's Debrief
 - **Time:** 12:15 PM
 - **With:** Fellow Directors
 - **Venue:** Boardroom A
 - **Regarding:** A quick, informal discussion on the key takeaways and undercurrents from the Town Hall.
- **Event:** Lunch Meeting
 - **Time:** 1:30 PM
 - **With:** Anjali Menon, the new Product Manager
 - **Venue:** Office Cafeteria
 - **Regarding:** Welcoming her to the team and providing a high-level overview of our key projects and team culture.
- **Event:** AI Model Performance Review
 - **Time:** 3:00 PM
 - **With:** Dr. Aditi Rao and her AI/ML team
 - **Venue:** AI/ML Lab
 - **Regarding:** The final go/no-go decision for deploying the 'Sakhi' chatbot's new vernacular model. I will specifically ask to see the bias and false-positive metrics for Hindi and Tamil outputs.
- **Event:** Personal Errand
 - **Time:** 6:00 PM onwards
 - **With:** -
 - **Venue:** C. Krishniah Chetty & Sons, Jayanagar
 - **Regarding:** Picking up the anniversary gift for my wife, Priya Kumar.

Thursday, October 2, 2025

- **Event:** Pre-Interview Sync
 - **Time:** 10:45 AM
 - **With:** Rohan Desai
 - **Venue:** Office
 - **Regarding:** Aligning on the interview strategy for the Senior DevOps Engineer candidate. Rohan will cover deep tech, and I will cover cultural fit and problem-solving.
- **Event:** Hiring Interview
 - **Time:** 11:00 AM
 - **With:** Rohan Desai and a candidate for the Senior DevOps Engineer role
 - **Venue:** Interview Room 4
 - **Regarding:** Conducting the managerial and cultural fit round of the interview.
- **Event:** Offsite Client Pitch
 - **Time:** 3:00 PM
 - **With:** Arjun Mehra and senior leadership at Tata AIG
 - **Venue:** Tata AIG Head Office, MG Road
 - **Regarding:** Presenting the AI claims processing Proof of Concept (POC).
 - **Post-Meeting Action:** Debrief with Arjun on the drive back and plan the formal proposal.
- **Event:** Social Event
 - **Time:** 7:00 PM
 - **With:** Sameer Gupta's family and wedding guests
 - **Venue:** The Leela Palace
 - **Regarding:** Attending the wedding reception for Sameer's sister.

Friday, October 3, 2025

- **Event:** Sprint Review & Retrospective
 - **Time:** 10:00 AM
 - **With:** The Project Ganga team
 - **Venue:** Agile Zone, Office
 - **Regarding:** Seeing a live demo of the new checkout flow feature and actively participating in the retrospective to identify process improvements.
- **Event:** Team Lunch
 - **Time:** 12:30 PM
 - **With:** The Project Ganga team
 - **Venue:** Chulha Chauki Da Dhaba
 - **Regarding:** Celebrating the successful completion of their sprint.
- **Event:** Internal Finance Meeting
 - **Time:** 2:30 PM
 - **With:** Mrs. Lakshmi Iyer (CFO)
 - **Venue:** Office

- **Regarding:** Reviewing Q3 budget utilization and presenting the Q4 forecast, using the Tata AIG meeting success as leverage to get approval for more cloud resources.
- **Event:** Final Sign-off
 - **Time:** 4:00 PM
 - **With:** Sameer Gupta
 - **Venue:** Office
 - **Regarding:** Giving the final approval on the ISB partnership press release after ensuring all legal feedback has been incorporated.
- **Event:** Personal Travel
 - **Time:** 7:45 PM (Flight Departure)
 - **With:** -
 - **Venue:** Kempegowda International Airport, Bangalore
 - **Regarding:** Taking the Vistara flight to Delhi for the weekend.
 - **Action Item:** Call my parents from the airport lounge to confirm arrival time.

Saturday, October 4, 2025 (Delhi)

- **Event:** Personal Time
 - **Time:** All Morning
 - **With:** Family
 - **Venue:** Parents' Home, Delhi
 - **Regarding:** Relaxing, having breakfast with family.
- **Event:** Lunch with Old Friends
 - **Time:** 1:00 PM
 - **With:** College Friends (Ravi and Sameer)
 - **Venue:** Khan Market
 - **Regarding:** A casual catch-up.
- **Event:** Light Work / Reading
 - **Time:** 4:00 PM - 6:00 PM
 - **With:** Self
 - **Venue:** Parents' Home
 - **Regarding:** Reviewing the draft proposal for Tata AIG on my laptop. No emails, just focused reading.
- **Event:** Family Dinner
 - **Time:** 8:00 PM
 - **With:** Extended Family
 - **Venue:** Parents' Home
 - **Regarding:** A large family get-together.

Sunday, October 5, 2025 (Delhi)

- **Event:** Personal Errand
 - **Time:** 11:00 AM
 - **With:** -
 - **Venue:** Local Market

- **Regarding:** Helping my father with some local shopping.
- **Event:** Personal Time
 - **Time:** Afternoon
 - **With:** Self
 - **Venue:** Parents' Home
 - **Regarding:** Reading and relaxing before the flight back.
- **Event:** Plan for the Week Ahead
 - **Time:** 4:00 PM - 5:00 PM
 - **With:** Self
 - **Venue:** Parents' Home
 - **Regarding:** Reviewing the calendar for the upcoming week and setting preliminary goals on my tablet.
- **Event:** Personal Travel
 - **Time:** 8:30 PM (Flight Departure)
 - **With:** -
 - **Venue:** Indira Gandhi International Airport, Delhi
 - **Regarding:** Taking the flight back to Bangalore.