

### Minutes of Meeting

<b>Project Name</b>	STARS
<b>Meeting Date</b>	March 9, 2022
<b>Organizer</b>	Abhiram
<b>Location</b>	MS TEAMS
<b>Attendees</b>	Abhiram, Divesh, Jatin, Meghana
<b>Meeting duration</b>	12 minutes

**Overview:** ADP Timesheet Issues and Concerns That Team Is Facing. ADP Timesheet Review. ADP Timesheet Not Filling Properly. ADP Timesheet - Sarika and Divesh. The Importance of ADP Timesheet

S.No	Announcement	Date	Owner
1	In this call I want to discuss about the ADP timesheet issues and concerns that the team is facing.		
2	Team has to understand the importance of filling ADP timesheet. This will impact incentive and will be escalated to Staff VP.		

S.No	Action with Deadline	Date	Owner
1	Team members like Divesh have to fill their ADP timesheet by this friday, else it will get due and this will be escalated to staff VP.	2022-03-18	Divesh

S.No	Action	Owner
1	Meghana's help needed to get access on ADP timesheet for new joiners.	Meghana

S.No	Escalation	Date	Owner
1	Few team members like akhil and rahul are not filling their ADP timesheet properly, this has been escalated to STAFF VP to take proper actions.		

S.No	Appreciation	Date	Owner
1	Some members of the team have been filling their timesheets regularly on a daily basis like faisal and pandu		