

Minutes of Meeting

Project Name	STARS
Meeting Date	March 9, 2022
Organizer	Abhiram
Location	MS TEAMS
Attendies	
Meeting duration	

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

Announcement

S.No	Discussed Items	Owner
1	in this call I want to discuss about ADP timesheet issue and concerns that team is facing.	
2	Team has to understand the importance of filling ADP timesheet. this will impact incentive and escalated to Staff VP.	

Action with Deadline

S.No	Discussed Items	Owner
1	Sarika and Divesh have to fill there ADP timesheet by this friday, else it will get due and this will be escalated to staff VP.	Sarika
2	meghana help needed to get access on ADP timesheet for new joiners.	Meghana

Action

S.No	Discussed Items	Owner
1	I will check it out and get back to you in case of any doubt, also we have meeting at two right so we can discuss more.	

Escalation

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

Appreciation

S.No	Discussed Items	Owner
1	some members of the team are filling the timesheet regularly on a daily basis like faisal pandu	