**Minutes of Meeting**

***Ref. No. MINE/IT/2024/DSD/002*  Date: 01.7.2024**

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| **Vision** | To be the premier platform for enabling successful digital transformation in organizations of all sizes. By providing comprehensive strategies and solutions for software, hardware, services, and application integration, MINE empowers companies to seamlessly adopt and leverage cutting-edge digital technologies. |
| **Mission** | * Provide comprehensive strategies and solutions for seamless digital transformation * Stay at the forefront of technology to enable companies to leverage cutting-edge digital solutions * Deliver high-quality services and solutions for software, hardware, and application integration * Create a culture of teamwork and cooperation to empower companies of all sizes to succeed in their digital transformation journey |
| **About MINE** | * It is a platform helping organization for “Digital Adoption” focusing on Software, Hardware and Service Strategies and Integration. |
| **Chair:** Mr.RamKumar Singha, CEO, MINE | |
| **Members invited:** Daniel C, CTO && Dr.Karthikeyan, Director-SD | |

**Agenda:**

1. Business Plan Finalization
2. Product Development Status
3. General Points

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| **Minutes of the Meeting** | | | | |
| **Sl. No.** | **Points Taken up for discussion** | **Remarks/Action to be taken** | **Responsibility** | **Target date** |
| **1** | **Welcoming the Gathering** | Mr. Ram Kumar Singha, CEO Welcomed the gathering. | **-** |  |
| **2** | **Business Plan** | * Preparation of Business Plan and finalizing the same. It is decided to submit Business Plan end of the same to Mr.Anand over mail. * Cyber security business Projection were also incorporated with MINE Business Plan PPT. | **Ram Kumar** | **01.07.2024** |
| **3** | **Product Development Status:**  Product Development status were discussed. Jiffy Digital office and AECP will be ready for Launch. | | | |
| **4** | **Techno-Commercial Team** | Decided to shortlist and identify the suitable candidates for Techno-Commercial Team. CEO asked Director-SD to conduct first level interview and submit the report. | **Director-SD** | **05.07.2024** |
| **5** | **Ghate/Swifterz** | Discussed about below points.   * Service Agreement * Demo for Ghate Team * Billing Process | **CTO** | **02.07.2024** |
| **6** | **General Points** | * Reviewed Jiffy product presentation PPT * Discussed employees Attendance * Product Documentation PPT Draft * Pitch Deck Draft Preparation Status * Bank Visit plan for Cyber Security * Discussed about new joinees & their Plan. * Product launch plan were discussed. * Discussed MINE GST Status | **Project Manager** | **08 July 2024** |

**The Meeting came to close by thanking the chair.**

**Date of Next Meeting : 06 July 2024.**