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| ***S.No*** | ***Probe Agile Checklist*** | ***Frequency*** | ***Owner*** |
| *1* | *Check the Scheduled scripts and log table if any issues occurs fix that* | *When Job is completed* | *Agent* |
| *2* | *Review the tasks and objectives for the day.* | *When new source come* | *Agent* |
| *3* | *work on script development (Historical script, incremental script and API endpoint) based on daily task* | *When new source come* | *Agent* |
| *4* | *Review and refactor existing scripts to improve efficiency and accuracy.* | *When new source come* | *Agent* |
| *5* | *Perform unit tests on new or updated scripts to verify functionality.* | *WER* | *Agent* |
| *6* | *Monitor the scraping process to ensure it completes without issues.* | *When Job is completed* | *Agent* |
| *7* | *Work on data processing from the database to Excel if the client needs data from a particular source.* | *When Job is completed* | *Agent* |
| *8* | *Compare the newly extracted data with previous datasets to identify any discrepancies or anomalies.* | *When Job is completed* | *Agent* |
| *9* | *Update the Standard Operating Procedure (SOP) if there are significant changes in the process.* | *WER* | *Agent* |
| *10* | *Explore new tools and technologies that can enhance the scraping process.* | *When Job is completed* |  |
| *11* | *Reply the PEP comment* | *Weekly* | *Agent* |
| *12* | *Mpulse or Mpulse+ Validation (Bio metric, Attendance, Transport Attendance)* | *Daily* | *Agent* |

***Record Control #: MNW/OPS/PA/Rec/AgentCheckList/001***

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| ***S.No*** | ***Probe Agile Checklist*** | ***Frequency*** | ***Owner*** |
| *1* | *Conduct Daily briefing-Standup call* | *Daily* | *TL* |
| *2* | *Check the task and allocate task to agents* | *Daily* | *TL* |
| *3* | *Check the debug raised by agents* | *Daily* | *TL* |
| *4* | *Ensure all client queries through live chat or mails are addressed on time* | *WER* | *TL* |
| *5* | *Clarify team members' doubt, also seek for client help if needed* | *WER* | *TL* |
| *6* | *Prepare weekly / monthly PPT* | *Weekly/Monthly* | *TL* |
| *7* | *Coordinate with client for team meetings* | *When Job is completed* | *TL* |
| *8* | *Cross check the delivery reports* | *When Job is completed* | *TL* |

***Record Control #: MNW/OPS/PA/Rec/TLCheckList/001***