Minutes of Meeting (MoM) 2026/01/03

Client / Department: UPSRLM

Date: 03/01/26

1. Attendees

Name	Designation	Organization
Sh. Mrityunjay Kumar	Lead MIS	UPSRLM
Sh. Vineet Rai	Associate Director	BDO India LLP
Sh. Sachin A Kumar	Project Manager	BDO India LLP
Mr. Ayush M Srivastava	Software Developer	BDO India LLP
Ms. Haripriya Sharma	Technical Support	BDO India LLP
Ms. Shilpi Raizada	Technical Support	BDO India LLP

2. Meeting Objective & Agenda

Objective: To strengthen project governance, accountability, and execution control mechanisms for the Enterprise Sakhi Survey App through structured reporting, responsibility mapping, and change management.

Agenda Points

- Attendance-based Monthly Progress Reporting (MPR)
- JD-based responsibility mapping and resource planning
- Change Request (CR) process for all project changes

3. Discussion Summary / Key Points

3.1 Attendance-Based Monthly Progress Report (MPR)

- It was discussed that attendance must be directly linked with work output and progress tracking.
- An **attendance-based MPR** shall be mandatory for **all team members**.
- The MPR shall include:
  - Daily attendance
  - Day-wise activity details per team member
  - Task-wise description of work performed
  - Tentative task start and closure dates
  - Defined deadlines for each task
- The MPR shall serve as the **primary monitoring document** for progress review and performance assessment.

3.2 JD-Based Responsibility Mapping & Resource Plan

- A **Job Description (JD) based responsibility mapping** shall be prepared for all team members.
- The mapping shall clearly define:
  - Assigned roles and responsibilities
  - Ownership of tasks and deliverables
  - Timelines associated with each responsibility
- A consolidated **resource plan** shall be created:
  - Mapping team members to projects and modules
  - Defining project-wise timelines and milestones
- The responsibility mapping and resource plan shall be included in the **overall project plan**.

3.3 Change Request (CR) Management

- It was decided that **every change** in any project must be formally documented through a **Change Request (CR)**.
- A CR shall be mandatory for:
  - Requirement changes
  - Functional or technical modifications
  - Timeline or scope changes
- Each CR shall capture:
  - Description of change
  - Reason for change
  - Impact on timeline and resources
  - Approval status

- No change shall be implemented without **formal approval** through the CR process.

4. Decisions / Action Items

Action Item	Responsibility	Timeline
Prepare Attendance-Based MPR format	Project Team	Immediate
Create JD-based responsibility mapping	Project Management Team	As per project plan
Develop consolidated resource plan	Project Management Team	As per project plan
Define and implement CR process	Project Management Team	Immediate

5. Data Required from UPSRLM

- Approval on MPR format
- Validation of responsibility mapping framework
- Confirmation of CR approval authority

6. Next Steps / Follow-Up

- Circulation of MoM to all stakeholders
- Finalization and rollout of MPR mechanism
- Completion of responsibility mapping and resource plan
- Enforcement of CR process for all future changes

Meeting concluded with agreement on strengthening project governance and execution controls.