

Minutes of Meeting

Meeting Summary				
Meeting Title	December to January Business Target Setting Meeting			
Date & Time	20 Jan 2025 , 03 :55 PM to 05 :20 PM	Meeting Mode	Virtual	
Location	Conference Room Nalini Nilaya, Nalini Nilaya, Green Park, Kalarahanga, Near Kripalu Residency, Patia, Bhubaneswar, 751024			

At	Attendance				
#	Name & Email	Attendance			
1	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present			
2	Debasis Behera (sipulucky111@gmail.com)	Absent			
3	Harihara Nayak (node.js@ntspl.co.in)	Present			
4	Rajesh Kumar (momtesteremployee@gmail.com)	Absent			
5	Harinatha nayak (hnath@g.com)	Present			
6	Veer (veerbiplabi@gmail.com)	Absent			
7	Raj Kumar (hariharnayak1998@gmail.com)	Present			

Dear Sir/Madam,

With reference to the meeting held on 20 Jan 2025, please find the below points for your reference.

Agenda Title

Opening Remarks

Topic To Discuss

a. &nbs

#	Minutes	Responsible Person	Due Date		
1	Minute Title Last Month's Recap				
	'				
	Minute Description Last Month's Recap:Completed 80% of Q4 deliverablesImproved team communication through weekly check-insIdentified process bottlenecks and began addressing them.	NA	NA		
	Minute Title				
	Individual Responsibilities				
	Minute Description				
2	Individual Responsibilities:Developer X: Finalizing feature 2 (90% complete)Designer Y: Updated UI draft, waiting for feedbackAnalyst Z: Data analysis for Q1 planning (70% done)Team Responsibilities:Completed sprint reviewAddressing feedback on the last product releaseWorking on streamlining internal tools	Harihara Nayak (node.js@ntspl.co.in)	24 Jan 2025		
	Minute Title				
	Edit Minute				
	Minute Description	Cuart 12 (set Os com)	28 Jan		
3	Team: Align on priorities for the next sprintIndividuals: Provide status updates by mid-weekNext Steps: Focus on delivering Q1 prep on time	Guest 12 (gst@g.com)	Jan 2025		
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Agenda Title							
4	Minute Title Minutes check Minute Description a. Quick recap of last month's progress and key takeawaysb. &nb	Rajesh Kumar (momtesteremployee@gmail.com)	22 Jan 2025				

Agenda Title

Target Setting for December to January 2024

Topic To Discuss

a. &nbs

Partner's.viii. According to extended business portfolios need to identify the target enterprise

No Minute Created

Agenda Title

Business Performance Recap

Topic To Discuss

a. &nbs

No Minute Created

Agenda Title

Roles & Responsibilities Mapping

Topic To Discuss

a. Government Business

Team: &

demos.iii. Proposal Writer: Ensure timely, compliant submissions and handle

documentation.iv. For in-time EMD & amp; BG Preparation and EMD Refundb. Enterprise Business Team:i. Engage with existing enterprise clients, identify upselling opportunities, and ensure client satisfaction.ii. Sales & amp; Marketing Lead: Drive

satisfaction.ii. Sales & Marketing Lead: Drive lead generation campaigns, liaise with solution architects for pitch decks, arrange client workshops/webinars.c. Core Services Delivery Team

No Minute Created