

## Minutes of Meeting

Meeting Summary			
Meeting Title	new test meeting three		
Date & Time	09 Nov 2024 ,02:25 PM to 03:31 PM	Meeting Mode	Physical
Location	My ROOM 2, DLF		

Attendance		
#	Name & Email	Attendance
1	brew (b@gmail.com)	Present
2	Harihar Nayak (node.js@ntspl.co.in)	Present
3	soumya ranjan mishra (soumya.mishra@ntspl.co.in)	Present
4	akas (a@gmail.com)	Absent
5	bkas (z@gmail.com)	Absent
6	newone (n1@gmail.com)	Absent
7	cnew (cn@gmail.com)	Present

Dear Sir/Madam,

With reference to the meeting held on 09 Nov 2024, please find the below points for your reference.

Agenda 1: agenda new 2				
#	Minutes	Responsible Person	Due Date	Priority
1	new agenda four 2	NA	NA	Low
2	action two	Harihar Nayak (node.js@ntspl.co.in)	09 Nov 2024	High

Agenda 1: agenda new 2

#	Minutes	Responsible Person	Due Date	Priority
3	action three	Harihar Nayak (node.js@ntspl.co.in)	10 Nov 2024	High
4	action one	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	10 Nov 2024	High
5	minute one	NA	NA	Low

Agenda 2: topic one

#	Minutes	Responsible Person	Due Date	Priority
1	subject one	NA	NA	Low
2	action one	Harihar Nayak (node.js@ntspl.co.in)	15 Nov 2024	High

Agenda 3: agenda without mom

#	Minutes	Responsible Person	Due Date	Priority
1	minute	NA	NA	Low