

Minutes of Meeting

Meeting Summary			
Meeting Title	MOM Phase one testing		
Date & Time	10 Jan 2025 ,00 :28 PM to 01 :25 PM	Meeting Mode	Physical
Location	Conference Room 502, DLF Cyber City		

Attendance		
#	Name & Email	Attendance
1	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present
2	Rajesh Kumar (momtesteremployee@gmail.com)	Present
3	Debasis Behera (momtesterorg1@gmail.com)	Present
4	Harihara Nayak (node.js@ntspl.co.in)	Present
5	Subham Lenka (subham1@ntsfgffpl.co.in)	Present
6	RAKESH BARAL (rakesh@ntspl1.co.in)	Present
7	Biplab Nayak (biplab@1ntspl.co.in)	Absent
8	Biplab Nayak (biplabb@ntsyypl.co.in)	Present
9	Tuhinanshu kumar (tuhi@ntskjis.co.in)	Present

Dear Sir/Madam,

With reference to the meeting held on 10 Jan 2025, please find the below points for your reference.

Agenda 1: Target Setting for December to January 2024

#	Minutes	Responsible Person	Due Date	Priority
1	<p>Results:</p> <p>The team successfully identified key government departments and agencies with active budgets aligned to our services. Several departments showed interest in specific solutions, though some had challenges in terms of budget allocation for new projects.</p> <p>Actions Taken:</p> <p>The lead generation team actively engaged with department representatives, attended budget reviews, and started tracking budget cycles. They have now mapped out the potential leads and segmented them based on priority and readiness.</p> <p>Outcome:</p> <p>A list of high-potential government clients and a clear understanding of their available budget has been established. The lead generation pipeline is now filled with warm leads, and further follow-up actions are planned in Q1 of 2024.</p>	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	11 Jan 2025	Normal
2	<p>Meeting Minutes 2</p> <p>Opening Remarks</p> <p>a. Quick recap of last month's progress and key takeaways</p> <p>b. Current month progress according to individual and team responsibilities.</p> <p>c. Quick recap of last month's progress and key takeaways</p> <p>d. Current month progress according to individual and team responsibilities.</p>	NA	NA	Low

Agenda 1: Target Setting for December to January 2024

#	Minutes	Responsible Person	Due Date	Priority
3	SDSDSDSD	NA	NA	Low

Agenda 2: Enterprise Business Targets

#	Minutes	Responsible Person	Due Date	Priority
1	<p>The Importance of Healthy Eating</p> <p>Introduction</p> <p>Healthy eating plays a crucial role in maintaining good physical and mental well-being. A balanced diet provides the body with essential nutrients to function properly and fight illnesses.</p> <p>Benefits of Healthy Eating</p> <p>Eating a variety of nutrient-rich foods helps the body stay strong and energized. Fruits, vegetables, whole grains, and lean proteins supply vitamins, minerals, and fiber. These foods support heart health, improve digestion, and enhance overall immune function. A well-balanced diet also helps maintain a healthy weight and reduces the risk of chronic diseases like diabetes, heart disease, and cancer.</p> <p>Mental Health and Nutrition</p> <p>Good nutrition has a direct impact on mental health. Nutrient-rich foods can enhance mood, improve concentration, and reduce stress. Omega-3 fatty acids, found in fish and nuts, are especially beneficial for brain function. Additionally, consuming enough vitamins, like B-vitamins and magnesium, can help combat anxiety and depression.</p> <p>Conclusion</p>	NA	NA	Low

Agenda 2: Enterprise Business Targets

#	Minutes	Responsible Person	Due Date	Priority
	Incorporating a variety of healthy foods into daily meals is essential for overall health. By choosing nutrient-dense options and avoiding excessive processed foods, we can improve both physical and mental well-being, leading to a more vibrant life.			
2	<p>Manual Merging: After downloading all the recordings (video, audio, etc.) through the Zoom interface or API, you can use third-party video editing tools (like Adobe Premiere Pro, Final Cut Pro, or free tools like Shotcut) to manually merge the files into one.</p> <p>Post-Processing via API: You could use the Zoom API to retrieve the recordings and then implement a post-processing solution where you automate the merging of video/audio files on your server. You could use libraries like FFmpeg (a popular open-source multimedia framework) to merge the files into one.</p> <ul style="list-style-type: none">• First, use Zoom's Cloud Recording API to retrieve the recording files.• Then, use FFmpeg to merge the recordings programmatically. <p>Custom Workflow Automation: If you're looking for a more automated solution, you can use tools like Zapier, Integromat, or custom scripts with API calls to Zoom and a video editing tool (like FFmpeg) to combine and share the recording files.</p>	Harihara Nayak (node.js@ntspl.co.in)	14 Jan 2025	High

Agenda 3: Action One for test

#	Minutes	Responsible Person	Due Date	Priority
1	<p>Action created by aditya kumar</p> <p>Manual Merging: After downloading all the recordings (video, audio, etc.) through the Zoom interface or API, you can use third-party video editing tools (like Adobe Premiere Pro, Final Cut Pro, or free tools like Shotcut) to manually merge the files into one.</p> <p>Post-Processing via API: You could use the Zoom API to retrieve the recordings and then implement a post-processing solution where you automate the merging of video/audio files on your server. You could use libraries like FFmpeg (a popular open-source multimedia framework) to merge the files into one.</p> <ul style="list-style-type: none">• First, use Zoom's Cloud Recording API to retrieve the recording files.• Then, use FFmpeg to merge the recordings programmatically. <p>Custom Workflow Automation: If you're looking for a more automated solution, you can use tools like Zapier, Integromat, or custom scripts with API calls to Zoom and a video editing tool (like FFmpeg) to combine and share the recording files.</p>	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	18 Jan 2025	Normal