



## Minutes of Meeting

Meeting Summary			
Meeting Title	Parent meeting		
Date & Time	23 Jan 2025 , 11:34 AM to 03 :34 PM	Meeting Mode	Physical
Location	Room 001, Nalini Nilaya, Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	Present
2	Harihar Nayak (node.js@ntspl.co.in)	Absent

Dear Sir/Madam,

With reference to the meeting held on 23 Jan 2025, please find the below points for your reference.

Agenda Title				
Pr agenda one				
Topic To Discuss				
#	Minutes	Responsible Person	Due Date	Priority
1	<b>Minute Title</b> pr minute 1 <b>Minute Description</b> pr minute 1 desc	NA	NA	Low
2	<b>Minute Title</b> pr action 1 <b>Minute Description</b> pr action 1 desc	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	23 Jan 2025	High
3	<b>Minute Title</b> pr action 2 <b>Minute Description</b> pr action 2 desc	Harihar Nayak (node.js@ntspl.co.in)	24 Jan 2025	High