



## Minutes of Meeting

Meeting Summary			
Meeting Title	Child Meeting created by pratishruti		
Date & Time	21 Jan 2025 , 03 :42 PM to 04 :00 PM	Meeting Mode	Physical
Location	111228		

Attendance		
#	Name & Email	Attendance
1	Pratishruti Sahoo (pratishrutisahoo7@gmail.com)	Present
2	Sunil Moharana (sunilntspl@gmail.com)	Present
3	Monalisa Mahanta (monalisamahanta98@gmail.com)	Absent
4	Satya Sundar Jena (momtesteremployee1@gmail.com)	Absent

Dear Sir/Madam,

With reference to the meeting held on 21 Jan 2025, please find the below points for your reference.

Agenda Title				
agenda added by prati				
Topic To Discuss				
agenda added by prati				
#	Minutes	Responsible Person	Due Date	Priority
1	<b>Minute Title</b> minute one  <b>Minute Description</b> minute one description	NA	NA	Low
2	<b>Minute Title</b> action one  <b>Minute Description</b> action one description	Monalisa Mahanta (monalisamahanta98@gmail.com)	23 Jan 2025	High

Agenda Title				
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Topic To Discuss				
vvvvvvvvvv				
No Minute Created				