

Minutes of Meeting

Meeting Summary			
Meeting Title	HZL Website Design and Development		
Date & Time	10 Sep 2024 ,10:30 AM to 11:00 AM	Meeting Mode	Virtual
Location	Conference Hall 1, DCB 502 5th Floor, DLF Cyber City, Chandaka Industrial Estate, Patia, Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Prabhas Khamari (prabhas@ntspl.co.in)	Present
2	Debasis Behera (debpvltddesiner@ntspl.co.in)	Present

Dear Sir/Madam,

With reference to the meeting held on 10 Sep 2024, please find the below points for your reference.

Agenda 1: Home page template review				
#	Minutes	Responsible Person	Due Date	Priority
1	HZL team reviewed the template will share the feedback after internal discussion	NA	NA	Low
2	HZL team needs to share reference website links for HZL website	Debasis Behera (debpvltddesiner@ntspl.co.in)	14 Sep 2024	High
3	HZL team needs to share what they liked or disliked about the reference website designs.	NA	NA	Low
4	Once links are shared, NTSPL team will update the design per feedback in 5-6 working days.	NA	NA	Low

