



Minutes of Meeting

Meeting Summary			
Meeting Title	Ch 2 of pr		
Date & Time	23 Jan 2025 , 11:39 AM to 03 :39 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				
ch 2 agenda 1				
#	Minutes	Responsible Person	Due Date	Priority
1	<p>Minute Title</p> <p>A paragraph is a series of related sentences developing a central idea, called the topic.</p> <p>Minute Description</p> <p>In academic writing, the topic sentence nearly always works best at the beginning of a paragraph so that the reader knows what to expect:</p> <p>The embrace of Twitter by politicians and journalists has been one of its most notable features in recent years: for both groups the use of Twitter is becoming close to a requirement.</p> <p>—Paul Bernal, “A Defence of Responsible Tweeting”</p> <p>This topic sentence forecasts the central idea or main point of the paragraph: “politicians” and “journalists” rely on Twitter. The rest of the paragraph will focus on these two Twitter-user groups, thereby fulfilling the promise made by the topic sentence. By avoiding irrelevant information that does not relate to the topic sentence, you can compose a unified paragraph.</p>	NA	NA	Low

Earlier Meeting Action Points Status				
Agenda Title				
ch1 agenda 1				
#	Minutes	Responsible Person	Due Date	Priority
1	Minute Title	Harihar Nayak (node.js@ntspl.co.in)	23 Jan 2025	Normal
	ch1 action 1			
	Minute Description ch1 action 1 desc			

Agenda Title				
ch 1 agenda 2				
#	Minutes	Responsible Person	Due Date	Priority
1	Minute Title	Harihar Nayak (node.js@ntspl.co.in)	23 Jan 2025	High
	ch 1 agenda 2 action 1			
	Minute Description ch 1 agenda 2 action 1 desc			

Earlier Meeting Action Points Status				
Agenda Title				
Pr agenda one				
#	Minutes	Responsible Person	Due Date	Priority
1	Minute Title	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	23 Jan 2025	High
	pr action 1			
	Minute Description			
	pr action 1 desc			
2	Minute Title	Harihar Nayak (node.js@ntspl.co.in)	24 Jan 2025	High
	pr action 2			
	Minute Description			
	pr action 2 desc			