

Minutes of Meeting

Meeting Summary			
Meeting Title	Parent meeting 123		
Date & Time	02 Dec 2024 ,06:02 PM to 06:05 PM	Meeting Mode	Physical
Location	aaaaaaaaa		

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

Dear Sir/Madam,

With reference to the meeting held on 02 Dec 2024, please find the below points for your reference.

Agenda 1: Parent meeting agenda one				
#	Minutes	Responsible Person	Due Date	Priority
1	action one	Harihar Nayak (node.js@ntspl.co.in)	02 Dec 2024	High
2	minute one	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	02 Dec 2024	Low

Agenda 2: Parent meeting agenda two	
No Minute Created	

Agenda 3: Parent meeting agenda three
No Minute Created