



## Minutes of Meeting

Meeting Summary			
Meeting Title	meeting test		
Date & Time	27 Jan 2025 , 11:39 AM to 12:40 PM	Meeting Mode	Physical
Location	Room 001, Nalini Nilaya, Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Harihar Nayak (node.js@ntspl.co.in)	Present
2	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present
3	Tuhinanshu Parida (tuhinanshuq@nwwwtspl.co.in)	Present
4	Pratishruti (pratishrutisahoo7@gmail.com)	Absent

Dear Sir/Madam,

With reference to the meeting held on 27 Jan 2025, please find the below points for your reference.

Agenda Title				
December to January Business Target Setting Meeting				
Topic To Discuss				
December to January Business Target Setting MeetingDecember to January Business Target Setting Meeting				
#	Minutes	Responsible Person	Due Date	Priority
1	<p><b>Minute Title</b></p> <p>Support Functions (HR, Finance, Legal)</p> <p><b>Minute Description</b></p> <p>i. <b>HR:</b> <u>Ensure the right skill sets are available, coordinate training programs for emerging technologies or compliance updates.</u></p> <p>ii. <b>Finance:</b> <u>Track budget allocations, pricing models, and profitability for each business segment.</u></p> <p>iii. <b>Legal &amp; Compliance:</b> <u>Ensure all government and enterprise contracts adhere to regulatory requirements and internal policies.</u></p>	NA	NA	Low

<b>Agenda Title</b>
Open Discussion & Q&A
<b>Topic To Discuss</b>
Invite input from attendees, confirm understanding of targets and responsibilities, address any concerns.
No Minute Created