Minutes of Meeting

Meeting Summary			
Meeting Title	December to January Business Target Setting Meeting		
Date & Time	20 Jan 2025 , 03 :55 PM to 05 :20 PM	**Meeting Mode**	Virtual
Location	Conference Room Nalini Nilaya, Nalini Nilaya, Green Park, Kalarahanga, Near Kripalu Residency, Patia, Bhubaneswar, 751024		

Attendance		
#	**Name & Email**	**Attendance**
1	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present
2	Debasis Behera (sipulucky111@gmail.com)	Absent
3	Harihara Nayak (node.js@ntspl.co.in)	Present
4	Rajesh Kumar (momtesteremployee@gmail.com)	Absent
5	Harinatha nayak (hnath@g.com)	Present
6	Veer (veerbiplabi@gmail.com)	Absent
7	Raj Kumar (hariharnayak1998@gmail.com)	Present

Dear Sir/Madam,

With reference to the meeting held on 20 Jan 2025, please find the below points for your reference.

Agenda Title
Opening Remarks

Topic To Discuss
a.   Quick recap of last month's progress and key takeawaysb.   Current month progress according to individual and team responsibilities.

#	Minutes	Responsible Person	Due Date	Priority
1	**Minute Title** Last Month's Recap **Minute Description** Last Month's Recap:Completed 80% of Q4 deliverablesImproved team communication through weekly check-insIdentified process bottlenecks and began addressing them.	NA	NA	Low
2	**Minute Title** Individual Responsibilities **Minute Description** Individual Responsibilities:Developer X: Finalizing feature 2 (90% complete)Designer Y: Updated UI draft, waiting for feedbackAnalyst Z: Data analysis for Q1 planning (70% done)Team Responsibilities:Completed sprint reviewAddressing feedback on the last product releaseWorking on streamlining internal tools	Harihara Nayak (node.js@ntspl.co.in)	24 Jan 2025	Normal

	Agenda Title			
3	**Minute Title** Edit Minute **Minute Description** Team: Align on priorities for the next sprintIndividuals: Provide status updates by mid-weekNext Steps: Focus on delivering Q1 prep on time	Guest 12 (gst@g.com)	28 Jan 2025	High

Agenda Title
Target Setting for December to January 2024

Topic To Discuss
a.   Government Business Targets: i.   Need to set accountability for lead generation and budget understanding of different govt. departments / agencies.ii.   Identify specific revenue goals from government tenders and projects.iii.   Number of proposals/RFPs to be submitted and minimum win ratio targets.iv.   Key action: Discuss with CA/ Legal teams to ensure timely submission and adherence to procurement norms.v.   Partnership/ Alliances with different partners to create JV opportunities in Govt.vi.   business. Need to set deadlines & accountability for all possible alliances.vii.   Need to identify and reach target govt. customers for all available solutions with NTSPL and Partner's.viii.   According to extended business portfolios need to identify the target enterprise
No Minute Created

Agenda Title
Business Performance Recap

Topic To Discuss
a.   Government Business Review: Status of ongoing RFPs, proposals, contracts, and any pending government project deliverables.b.   Enterprise Business Review: Current pipeline, key accounts, upcoming renewals, and potential large-scale project opportunities.
No Minute Created

Agenda Title
Roles & Responsibilities Mapping

Topic To Discuss
a.   Government Business Team: i.   Management: Create new business relationships with different Govt. organizations.ii.   Business Development Lead: Identify and respond to government RFPs, maintain relationships with procurement officials, coordinate with tech teams for solution demos.iii.   Proposal Writer: Ensure timely, compliant submissions and handle documentation.iv.   Accounts: For in-time EMD & BG Preparation and EMD Refundb.   Enterprise Business Team:i.   Key Account Managers: Engage with existing enterprise clients, identify upselling opportunities, and ensure client satisfaction.ii.   Sales & Marketing Lead: Drive lead generation campaigns, liaise with solution architects for pitch decks, arrange client workshops/webinars.c.   Core Services Delivery Team
No Minute Created