

## Minutes of Meeting

Meeting Summary			
Meeting Title	Meeting Reminder Check		
Date & Time	25 Nov 2024 ,04:18 PM to 04:23 PM	Meeting Mode	Physical
Location	Room 001, Nalini Nilaya, Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present
2	Shivaram Mohapatra (shivaram1@ntspl.co.in)	Absent

Dear Sir/Madam,

With reference to the meeting held on 25 Nov 2024, please find the below points for your reference.

Agenda 1: remindeer check				
#	Minutes	Responsible Person	Due Date	Priority
1	action one	Ddd (dd23@gmail.com)	26 Nov 2024	High
2	Minute 1	Harihar Nayak (node.js@ntspl.co.in)	27 Nov 2024	Normal