

Minutes of Meeting

Meeting Summary			
Meeting Title	Organizer Test		
Date & Time	02 Jan 2025 ,00 :53 PM to 01 :40 PM	Meeting Mode	Physical
Location	Room 001, Nalini Nilaya, Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Satya Sundar Jena (momtesteremployee1@gmail.com)	Present
2	Harihar Nayak (node.js@ntspl.co.in)	Present
3	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	Present
4	Rajesh Kumar (momtesterorg1@gmail.com)	Present
5	Debasis Nayak (momtesteremployee@gmail.com)	Present
6	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	Present

Dear Sir/Madam,

With reference to the meeting held on 02 Jan 2025, please find the below points for your reference.

Agenda 1: Agenda one				
#	Minutes	Responsible Person	Due Date	Priority
1	<h1>Action1</h1> <h3>Decorations</h3>	Rajesh Kumar (momtesterorg1@gmail.com)	02 Jan 2025	High

Agenda 1: Agenda one

#	Minutes	Responsible Person	Due Date	Priority
2	<p>sssssssss</p>	Satya Sundar Jena (momtesteremployee1@gmail.com)	02 Jan 2025	High
3	<p>d</p>	NA	NA	Low
4	<p> </p>	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	10 Jan 2025	Normal
5	<p>s</p>	Satya Sundar Jena (momtesteremployee1@gmail.com)	07 Jan 2025	High
6	<p>Action23</p>	Aditya Kumar Sahoo (aditya.sahoo@ntspl.co.in)	16 Jan 2025	Normal
7	<p>Action3</p>	Debasis Nayak (momtesteremployee@gmail.com)	09 Jan 2025	Low
8	<p>Action 4</p>	Rajesh Kumar (momtesterorg1@gmail.com)	23 Jan 2025	High
9	<p>Action 5</p>	Satya Sundar Jena (momtesteremployee1@gmail.com)	17 Jan 2025	High

Agenda 2: Agenda 2

#	Minutes	Responsible Person	Due Date	Priority
1	<p>Action 11</p>	Rajesh Kumar (momtesterorg1@gmail.com)	02 Jan 2025	Low
2	<h1>Action 2</h1>	Rajesh Kumar (momtesterorg1@gmail.com)	15 Jan 2025	High
3	<p>Action4</p>	Debasis Nayak (momtesteremployee@gmail.com)	17 Jan 2025	High