

## Minutes of Meeting

Meeting Summary			
Meeting Title	Parent meeting		
Date & Time	16 Oct 2024 ,09:44 AM to 11:16 AM	Meeting Mode	Physical
Location	My ROOM 2, DLF		

Attendance		
#	Name & Email	Attendance
1	soumya ranjan mishra (soumya.mishra@ntspl.co.in)	Present
2	Harihar Nayak (harihar1433@gmail.com)	Absent

Dear Sir/Madam,

With reference to the meeting held on 16 Oct 2024, please find the below points for your reference.

Agenda 1: Parent agenda one				
#	Minutes	Responsible Person	Due Date	Priority
1	Parent agenda minute one	NA	NA	Low
2	Parent agenda action one	Demo Employee (demo127@gmail.com)	17 Oct 2024	High
3	Parent agenda action two	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	17 Oct 2024	Low

Agenda 2: parent agenda two	
No Minute Created	

