

Minutes of Meeting

Meeting Summary			
Meeting Title	Meeting on Dynamic Email Template Meeting ID: NTSPL /30012025/0002		
Date & Time	30 Jan 2025 , 09:22 AM to 10:22 AM	Meeting Mode	Virtual
Location	Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	Present
2	Sunil Moharana (moharanasunil09@gmail.com)	Present

Dear Sir/Madam,

With reference to the meeting held on 30 Jan 2025, please find the below points for your reference.

Agenda Title (1)				
New Product Development and Roadmap				
Topic To Discuss				
Employee Engagement and Team Building Activities				
#	Minutes	Responsible Person	Due Date	Priority
1	Minute Title Upcoming Deadlines and Prioritization Minute Description Team Collaboration and Communication Improvemen	Sunil Moharana (moharanasunil09@gmail.com)	30 Jan 2025	High

Agenda Title (1)
New Product Development and Roadmap