



Minutes of Meeting

Meeting Summary			
Meeting Title	Meeting Created By Sunil		
Date & Time	21 Jan 2025 , 12:21 PM to 01 :21 PM	Meeting Mode	Physical
Location	Bhubaneswar		

Attendance		
#	Name & Email	Attendance
1	Sunil Moharana (sunilntspl@gmail.com)	Present
2	Monalisa Mahanta (monalisamahanta98@gmail.com)	Present
3	Pratishruti Sahoo (pratishrutisahoo7@gmail.com)	Absent

Dear Sir/Madam,

With reference to the meeting held on 21 Jan 2025, please find the below points for your reference.

Agenda Title				
Agenda for Email Template				
Topic To Discuss				
Agenda Description.				
#	Minutes	Responsible Person	Due Date	Priority
1	Minute Title Action added to Monalisa at 12.28 PM Minute Description Action Description.	Monalisa Mahanta (monalisamahanta98@gmail.com)	21 Jan 2025	Normal
2	Minute Title Action added to Pratishruti Minute Description Action Description for Pratishruti.	Pratishruti Sahoo (pratishrutisahoo7@gmail.com)	21 Jan 2025	Normal