

Minutes of Meeting

Meeting Summary			
Meeting Title	Office Picnic		
Date & Time	05 Oct 2024 ,04:18 PM to 04:23 PM	Meeting Mode	Physical
Location	R-502, 502,Dlf Cybercity , Bhubaneswar		

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

Dear Sir/Madam,

With reference to the meeting held on 05 Oct 2024, please find the below points for your reference.

Agenda 1: Japipur Trip				
#	Minutes	Responsible Person	Due Date	Priority
1	Transportation arrangement	Soumya Ranjan Mishra (soumya.mishra@ntspl.co.in)	06 Oct 2024	High
2	Food arrangement	Harihar Nayak (node.js@ntspl.co.in)	13 Oct 2024	Normal

Agenda 2: Kolkata Trip	
No Minute Created	

