

TEAM MEETING MINUTES

Location: Remote Meeting
Date: 30/03/2024
Time: 5.00 pm
Facilitator: Mr. Ilango

Items

1. Form client side requesting secure and accessible cloud storage solutions for sensitive data with remote accessibility. For Ex(comprehensive project documentation, Ect..)
2. For the task estimation, when accessed by engineers, it selectively displays material spent and expenses pertinent to their involvement in the project. Conversely, on the client-facing slide, it comprehensively presents all data derived from the task estimates, offering a holistic view of the project's financial aspects.
3. The client requests a comprehensive payroll processing system that facilitates weekly payments to employees while efficiently tracking their work across multiple sites. This includes accurately recording the days worked by each employee at different locations to ensure timely and precise salary disbursement on a weekly basis

Action items	Owner(s)	Deadline	Status
File manager	Mr Varun	03/04/2024	in progress
Task estimation	Mr Varun	04/04/2024	Open
Payroll process	Mr Varun	05/04/2024	Not started