# Abstract Summary

The team held a software huddle to align everyone's software activities. They discussed the completion of PDF workers by Govind and Pritam, and the need to finish ISO 27001. The team is mostly ready for an internal audit, with 75% readiness and 95% of checks passing. The goal is to be ready for an internal audit by the end of the month to identify gaps for external audit and certification. The team also discussed the SAR form for endocloud and the need to update the Pinto dashboard. The dashboard will help track the status of tasks and identify who needs to complete what. The meeting concluded with plans to meet again the following week.

# Key Points

1. The meeting was held to align everyone's software activities.  
2. Govind and Pritam have completed their work on PDF workers.  
3. The team has finished testing the build online.  
4. The team needs to complete the ISO 27001, with a few small tasks pending.  
5. The team is 75% ready for an internal audit and passing 95% of all checks.  
6. The plan is to target the internal audit by the end of the month to identify gaps for external audit and certification.  
7. All team members are expected to update their individual tasks and catch up on any pending policy acceptances.  
8. One team member is working on the SAR form for endocloud and will be made an administrator in the Pinto dashboard.  
9. The Pinto dashboard helps track the current status of tasks and identifies who needs to finish what.  
10. The team aims to be ready for an internal audit at the start.  
11. The team plans to meet again next week when tasks will be clearer.

# Action Items

1. Govind and Pritam need to work on PDF workers and ensure they are fixed.  
2. The team needs to finish the ISO 27001.  
3. The team needs to check on any pending tasks related to ISO 27001.  
4. The team needs to prepare for an internal audit within Sprint 2.  
5. All team members need to update their individual progress.  
6. Any pending tasks related to policy acceptance need to be addressed.  
7. The team member working on the SAR form for endocloud needs to complete it.  
8. The same team member will be made an administrator in the Pinto dashboard and will need to monitor the dashboard, call out any missing tasks, and track the current status.  
9. The team needs to be ready for an internal audit.  
10. The team will have an internal meeting next week to clarify tasks.

# Sentiment

The sentiment of the text is generally neutral. The text is a conversation about a software project, discussing tasks that have been completed, tasks that are pending, and plans for future tasks. The tone is professional and focused on the work at hand. There are no strong positive or negative emotions conveyed in the language used. The mention of "Belated Diwali wishes" at the end adds a slight positive sentiment, but overall, the text remains neutral as it is primarily about work-related matters.