



## **Girikon Solutions Private Limited**

<https://girikon.com/>

© GSPL

**Date: 5th November 2019**

**Location: Venus (Conference Hall)**

**Reference Id: GSPL/MRRM/Nov01-2019**

## **Monthly Resource Review and Planning Meeting**

Respected All,

The Monthly Management Review Meeting has been conducted on 5<sup>th</sup> Nov 2019 in Conference room based on the current challenges, status on the previous MOM issues and conclude the solution. The members of the meeting discussed the agenda points and following persons were present in person.

Name of Member	Designation	Name of Member	Designation
Ashok Anibha	Director Operation	Ranji Nath	Program Manager
Alok Anibha	Director – Delivery	Ravi Verma	Manager – IT
Sanatan Dey	Manager – Operation & Technologies / Compliance	Shailendra Jha	Manager – finance & Admin
Awanish Shukla	Technology Officer	Pradeep Singh	Manager- Project
Kalpana Singh	Manager- Human Resource	Pramod Kumar	Technical Architecture
Avinash Singh	Release Manager (Dev Ops)		

Agenda	Details of the Discussion	Responsibility
Project Discussion	Pradeep Singh, Rajni Nath & Sanatan Dey presented their project progress of the different project. And advised the management for deployment of a Technical project lead at Bangalore who can guide the new team. Management has directed Pradeep, Sanatan & Rajni Nath to identify the suitable Tech Lead from Delhi office who can relocate to Bangalore.	Sanatan Dey Rajni Nath Pradeep Singh
Human Resource	Hr Manager Finalised the list of employee whose Appraisal is pending for the month of October. Management has directed her to discuss the same in a separate meeting with finance team and finalise the appraisal before the salary credit.	Kalpana Singh Shailendra Jha
Office Set up Bangalore	Sanatan updated to all the stake holder about the functioning of Bangalore office. Requested for a deployment of a permanent senior project manager who will not only look after the project but also should be able to manage the day to day office activity. Leadership team has suggested to transfer Prakash Dewangan to be transferred from Delhi office to Bangalore office for the same activity and directive has been provided to HR Manager to discuss with Prakash Dewangan for relocation.	Kalpana
IT	Ravi Verma presented all the IT issues and update the leadership Team about the progress on VAPT. Ravi Verma has been asked to complete the VAPT	Ravi Kumar
Human Resource and Admin	Manager HR informed the leadership team about the annual trip that happens every year in the month of December and presented all location list and request for budget approval. Leadership team directed the finance manager & HR manager to finalise the final budget and the date for annual trip will be on 14 <sup>th</sup> Dec. Moreover, Leadership team requested all the stakeholder to help the HR Department and finance department as leadership team will not be available on 3 <sup>rd</sup> and 4 <sup>th</sup> week of Nov as they will be attending the Dreamforce at USA.	Kalpana Singh Shailendra Jha
Formation of Audit Team	As we have upcoming ISO Audit and SOC Audit which will be in the month of March, hence formation of internal Audit team has been discussed. Following would be the Audit team member Governance: Ashok Anibha & Alok Anibha IT: Awanish Shukla Facility: Rajni Nath HR: Sanatan Dey Further it has been discussed to have the audit in the month of February and Date would be published soon.	Ashok Anibha & Alok Anibha Awanish Shukla Rajni Nath Sanatan Dey

Further it has been notified that as the Leadership Team will not be available till 8<sup>th</sup> of December and all the other Stakeholder will be engaged in different activities, so there will not be any official meeting of this forum. However, any of these stakeholders can reach to leadership team for any suggestion and discussion individually.

<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>
Ashok Anibha		Alok Anibha		Awanish Shukla	
Avinash Singh		Pradeep Singh		Pramod Kumar	
Ranji Nath		Kalpana Singh		Ravi Verma	
Shailendra Jha					