



## **Girikon Solutions Private Limited**

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**Date: 12th Feb 2020**

**Location: Venus (Conference Hall)**

**Reference Id: GSPL/MRRM/feb-2020**

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

Respected All,

The Monthly Management Review Meeting has been conducted on 12<sup>th</sup> Feb 2020 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
Human Resource	Hr Manager, informed all the joining of the resources and discussed about the upcoming client visit and our preparedness.	Kalpana Singh
Audit Team	Sanatan has presented all the internal Audit report and the preparedness on ISO External Audit and informed the date for ISO Audit to be on 18 <sup>th</sup> Feb. Sanatan has further informed the management about SOC audit and seek approval for the same so that Sanatan Can discuss with the External audit Team.	Sanatan Dey
IT	Ravi Verma presented all the IT asset details.	Ravi Kumar

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