



Girikon Solutions Private Limited

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Date: 6th Jan 2020

Location: Venus (Conference Hall)

Reference Id: GSPL/MRRM/Jan-2020

Monthly Resource Review and Planning Meeting

Respected All,

The Monthly Management Review Meeting has been conducted on 6th Jan 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 |
|---------------------------------|--|--|
| Project Discussion | Pradeep Singh, Rajni Nath & Sanatan Dey presented all the new, existing project and upcoming project/ Sow. Upcoming Client visit in the month of February | Sanatan Dey Rajni Nath Pradeep Singh |
| Human Resource | Hr Manager, discussed the upcoming walkin's in the month of January end which will be held in the third week of January at Bangalore. | Kalpana Singh |
| IT | Ravi Verma presented all the IT issues and update the leadership team about the completion of VAPT. | Ravi Kumar |
| Human Resource and Finance Team | HR & Finance team informed about the roll out of the resource tracking tool (RMS) | Kalpana Singh Shailendra Jha |
| Audit Team | Sanatan presented the upcoming internal Audit dates and informed about the ISO Audit dates which will be on 25 th February | Ashok Anibha & Alok Anibha Awanish Shukla Rajni Nath Sanatan Dey |

| 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 | | | | | |