



## **Girikon Solutions Private Limited**

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**Date: 4<sup>th</sup> March 2020**

**Location: Venus (Conference Hall)**

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

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

Respected All,

The Monthly Management Review Meeting has been conducted on 4<sup>th</sup> March 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 informed the leadership team about impact on project due to the COVID-19. Sanatan informed the Leadership Team about the Phase-1 closer of Delta Phase-1 & Starting the Phase-2 from 1 <sup>st</sup> week of April.	Pradeep Singh Sanatan Dey Rajni Nath
Human Resource & Project Team	Leadership Team had asked the Senior Manager & Human Resource manager to prepare the total List of Employee and their involvement in the project. Clearly identify the bench strength & active employee in the project and employee internet connection at home. Should have all the information about the home station employee & out station employee.	Kalpana Singh
Audit Team	Sanatan has presented ISO status Sanatan has further informed the management about SOC audit dates. Leadership team has asked to hold the audit for some time.	Sanatan Dey
IT	Leadership team has asked Ravi Kumar to procure few more Laptops. Asked him to coordinate with all the managers & HR manager to assignee Laptop to all resources to who are actively involved in project. Moreover, it has been asked to collect information about how many employees have a PC or Laptop at their home.	Ravi Kumar

Note: All the managers have been asked to make themselves available for any type of emergency meetings. Expected date for the next meeting would be 13<sup>th</sup> March

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					