



Girikon Solutions Private Limited

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Date: 6th September 2019

Location: Venus (Conference Hall)

Reference Id: GSPL/MRRM/Sep01-2019

Monthly Resource Review and Planning Meeting

Respected All,

The Monthly Management Review Meeting has been conducted on 6th Sep 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, Ranji Nath & Sanatan Dey presented their project progress of the different project, discussed the current project and upcoming project For the upcoming project “ Project Name: Delta “ which is going to start from 7 th October, Management has directed to the HR to hire a new project manager for Australia based project. As discussed with Kalpana Singh, Minimum time required to fill this position will take at least a month. Hence, management further decided to assign Sanatan Dey to Look after that project till a suitable Project Manager gets hired.	Kalpana Singh, Sanatan Dey
Human Resource	As Bangalore office will be functional from 1 st or 2 nd week of November , so HR has been directed to organise walkin’s / mass interviews at Bangalore. Also further directive has been given to organise the interviews on any weekend and booked interview room etc either in hotel or any other suitable places.	Kalpana Singh Sanatan Dey
Office Set up Bangalore	Sanatan updated to all the stake holder that Bangalore office has been finalised and all legal document has been furnished and all the interior works of the building will be completed by end of October or First week of Nov-19. And the work progress of the building will be monitored on weekly basis.	Sanatan Dey
IT	Ravi Verma has shared all the IT infrastructure procurement update. As per him all the IT infra will be ready by 1 st week of November and resources can start working from 2 nd week of Nov-19	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					