



Supriya Tambake <supriya147neosoftqa@gmail.com>

MOM

1 message

Supriya Tambake <supriya147neosoftqa@gmail.com>
To: supriyasb07@gmail.com

Tue, Feb 15, 2022 at 1:09 PM

Dear Preeti,

Please find MOM of daily team connect on 15-02-2022 mentioned below-

Meeting Details

Type of Meeting Mentor - Daily Standup
Time: 10.15-10.30 AM
Location Work from Home

Attendees		
Sr No.	Name	E-Mail
1	Preeti Sachan	preeti.sachan@neosoftmail.com
2	Tabassum Shaikh	tabassum.shaikh@neosoftmail.com
3	Anjanadevi Gurav	anjanadevi.gurav@neosoftmail.com
4	Supriya Tambake	supriya.tambake@neosoftmail.com
5		

Agenda	
Sr No.	Description
1	Daily standUp call
2	Task Discussion with Team

Points Discussed	
Sr No.	Description
1	Preeti assigned Tasks to the Team
2	Discussed about the project, interview questions.
3	Tasks of team members for today- 1. Tabassum : Interview Preparations,Interview Scheduled for Today(15.02.22), Going through Interview Links shared by Preeti 2. Supriya : interview Preparation,Going through testing

concepts,, Interview Scheduled for Today
3.**Anjana**: Testing on client side
4.**Sachin**: He is on leave for this week

Action Items			
Sr No	Action Items	Person Responsible	Deadline
1	MOM for today to be shared.	Supriya Tambake	15-02-2022
2	Share MOM template with team members on mail	Supriya Tambake	15-02-2022

Issues/Roadblocks :- No issues for now

Thanks and Regards,
Supriya Tambake