

Minutes of Meeting (MoM)

Meeting Details : Monthly Review					
Meeting Title:	Monthly Review June 2023				
Meeting ID:	03	Meeting Called By:	SFA Management	Date:	01/06/2023
Venue:	SFA Office	Start Time:	10:15 AM	End Time:	12:00PM
Attendees:					
Attendees:	Name	Organization		Signature	
1	Ms. Kanchan Tyagi	SFA Technologies			
2	Mr. Himanshu Triwedi	SFA Technologies			
3	Ms. Mridula Sinha	SFA Technologies			
4	Dr. Utkarsh Seetha	SFA Technologies			
5	Mr. Sambhav Jain	SFA Technologies			
6	Team SFA	SFA Technologies			
Agenda of Meeting:	Monthly Review June 2023.				
Point of Discussion:	The purpose of this meeting is to review the tasks and performance of above mentioned SFA Team members who handles their respective responsibility. Following mentioned are discussed points with SFA Team members which need to be incorporated in the existing work environment-				
S.No.	Actionable	Responsible Person		Timeline	
1.	Implementing DSC - Common Plugging Facility	Dr. Utkarsh Seetha		BY June 2023.	
2.	Implementing IVRS - for support services in project implementation phase.			20 th June 2023.	
3.	Plugin Facility - Common plugin facility for SMS, Email & Payment services.			20 th June 2023.	
4.	Plugin Facility - Payment Gateway			15 th June 2023.	
5.	Library for - Logins, Captcha, Masters.			15 th June 2023	
6.	Common User Management Module.			20 th June 2023	
7.	Common library for - Export to Excel & Download PDF.			20 th June 2023	
8.	Timely Closer of DPI School NOC Project.			07 th June 2023.	

Minutes of Meeting (MoM)

9.	Finance Module with masters.	Mr. Sambhav Jain	June 2023.
10.	Security Audits Features.		June 2023.
11.	Timely Closer of DPI School Fees Project.		10 th June 2023.
12.	e-MFP Project - QA/QC of All Praroop's. QC Certificate for e-MFP Project (Safe to Host Certificate).	Ms. Archana Gautam Mr. Anand Mishra & Ms. Archana Gautam	02 nd June 2023. 5 th June 2023
13.	Presentation coding review of DPI Fee Regulation Coding Standard.	Mr. Pawan Kumar (For Akash)	5 th June 2023
14.	Presentation coding review of DPI Sports Regulation Coding Standard.	Ms. Sadhana Gupta (For Raghvendra)	5 th June 2023
15.	AMC Projects work <ul style="list-style-type: none"> • MP Agro • MPCDF • Minor Forest • SLBC • MPSVC • CSS 	<ul style="list-style-type: none"> • Mohini / Gulendra • Pawan / Anurudh / Chetan • Sadhana / Ashutosh / Shivani • Mahaveer / Sambhav • Bhanu / Gulendra • Akash / Anurudh 	
16.	Next Meeting will be out of Office place	Mr. Himanshu Triwedi Sir	By 3 rd to 5 th July 2023
17.	Technical meeting with Senior	Mr. Himanshu Triwedi Sir	2 nd June 2023 (10:30 to 11:30 AM)
18.	3 Pages guide will prepare related to Coding standard	Mr. Akash / Mr. Raghvendra	

Minutes of Meeting (MoM)

19.	Maintain daily report	For all Employee	Daily
20.	Senior will take responsibility of client interaction to avoid changes	All Senior Employee	
21.	Junior employee will Inform to senior after complete of work Via mail	All Junior Employee	