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| **Summary** | | | | | |
| Meeting Topic | **Demo of Monthly Attendance, Import export and salary calculation** | | | | |
| Project | **NeXHS Employee Portal** | | | | |
| Date | 20-12-2023 | From | 4.20PM | To | 5.15PM |
| Location | Microsoft teams | | | | |

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| **Attendees Name** |
| Mr.Pothiranjan Subramanian  Mrs.Sanjukta Basu  Ms.Adyasha Nayak  Mr.Ankit Kumar Nayak |

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| **Sl. No** | **Queries to be solved** |
| 1. | Mail of punch for missed punching out. |
| 2. | Consolidating attendance info in one report that will be provided by them. |
| 3. | Mail to be send if not completing the working hour. |
| 4. | Filter for getting employee list according to fields required. |
| 5. | To mention the required field in export excel. |
| 6. | Option to show information that are unfilled or missing. |