MINUTES OF MEETING (MOM)

Industrial Plot # 11, Area - III, Nagavalli Amman koil Street, Maraimalai nagar, Chengalpattu - district, Tamilnadu - 603209
Phone : +91 44 27453333 / 32 ; Fax : +91 44 24491824 ; Email : admin@saryam.com

MEETING DATE		MEETING TIME		From	To
AGENDA					
ORGANIZER DEPARTMENT	☐ ADMIN	☐ ACCOUN	☐ SALES & MKTG	☐ MANUFTG	☐ MAINTENANCE
	☐ H / R	☐ Q / A	☐ PRD / DPMT	☐ SERVICE	☐ BUYER
ORGANIZER NAME					
MEETING TYPE	☐ INFORMATION SHARING		☐ TECHNICAL DISC	☐ TRAINING	☐ CUSTOMER COMPLAINTS
	☐ NEGOTIATION		SPECIFY IF ANY OTHER		
	☐ REVIEW / PENDING ISS				
MEETING VENUE	☐ CONFERENCE ROOM		☐ OFFICE AREA	☐ RECEPTION	☐ SHOP FLOOR
	☐ NEELANKARAI OFFICE		SPECIFY ANY OTHER		

S.No.	Points Discussed	Responsibility	Target Date
1			

S.No.	Points Discussed	Responsibility	Target date

Signature(SARYAM members)		Signature ( )
1		1
2		2
3		3
4		4