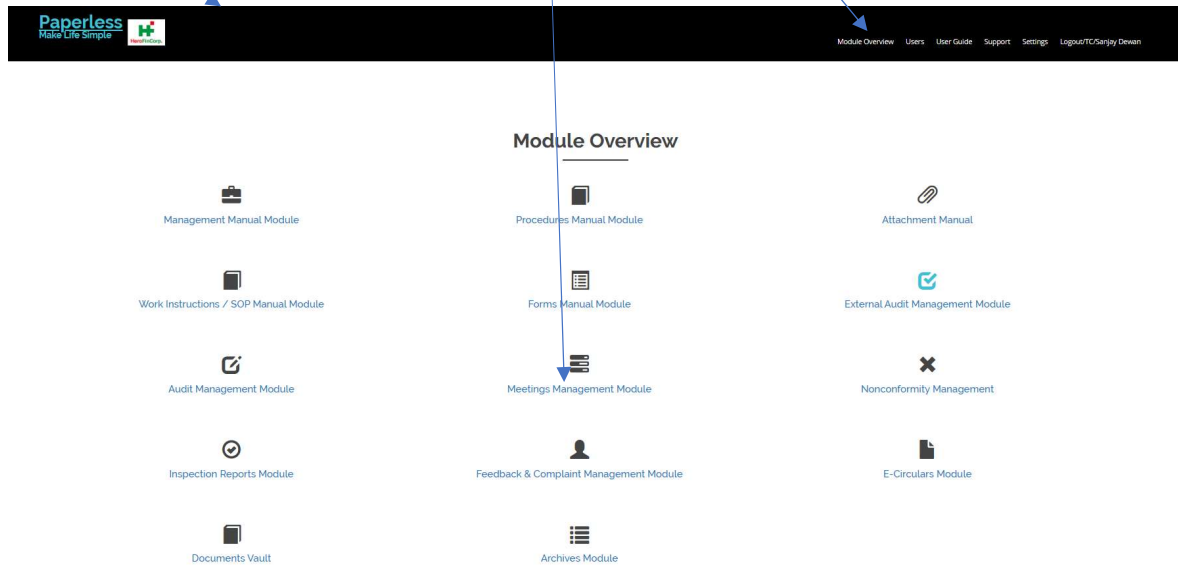


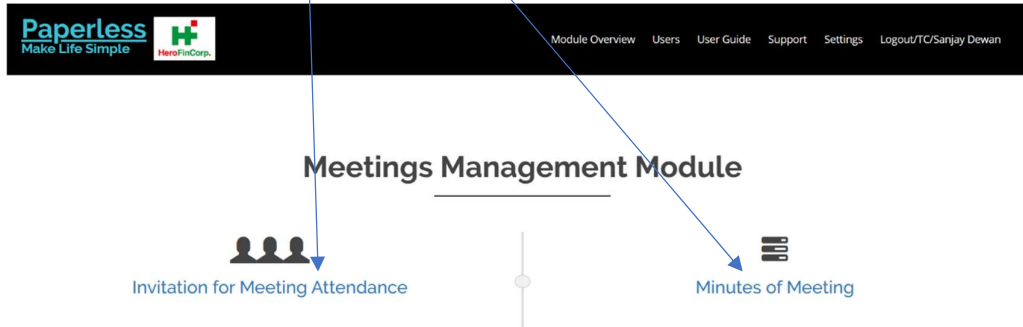
## Meeting Management Module


1. You can schedule any meetings in this module with MoM created automatically.
2. Only the Super Admin (s) can initiate new meetings. Once initiated any user can update and send it.
3. Click on the 'Module Overview' at the navigation bar.
4. Following page will open.
5. Click on 'Meeting Management Module'.

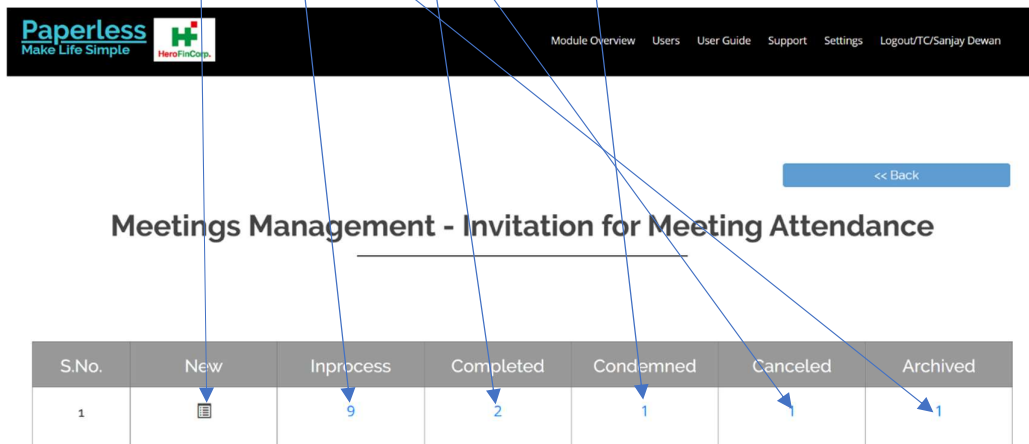


## Meeting Management – Invitation for Meeting Attendance Dashboard


1. You will see two options on the meeting management dashboard.
  - Invitation Meeting Attendance.
  - Minutes of Meeting.
2. You need to click here to open the invitation for meeting management attendance dashboard.



3. Upon clicking the 'Invitation for meeting attendance' the dashboard will open displaying following information.
4. Click on  to start working on an Meeting Management – Invitation for meeting attendance.
5. All inprocess forms show up here.
6. All completed forms show up here.
7. All condemned (trash) forms show up here.
8. All cancel forms show up here.
9. All Archived Form show here.



# Meeting Management – Invitation for Meeting Attendance New Form









1. Click on  to open a new meeting invitation and fill all the relevant details.
2. Write the description for invitation.
3. Click here 'Add Row' to add a new row in the details of attendee by section.
4. Click here 'Delete Last Row' to delete the last row in the details of attendee by section.
5. The default agenda items are shown which can be deleted / added as necessary.
6. By clicking on 'Back' button to go back to the previous page.



## Meetings Management

Fill Meeting Title / Subject / Name

Description Of Invitation

Paragraph
A | ← | → | B | I | U |  |  |  |  |  |  |  | 

Dear Colleagues,  
 I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
 Best Regards,  
 Soniya Deyani,  
 Secretary for Management Review Meeting, on behalf of the Chairman.

### Section A: Details of Meeting

Name of Organization	Address of Organization
<input style="width: 95%;" type="text" value="Enter Name of Organization"/>	<input style="width: 95%;" type="text" value="Enter Address of Organization"/>
Category of Meeting	Date of Meeting
<input style="width: 95%;" type="text" value="Select Category"/>	<input style="width: 95%;" type="text" value="09-01-2024"/>
Online Meeting Link / Venue of Meeting	Time of Meeting
<input style="width: 95%;" type="text" value="Enter Online Meeting Link / Venue of Meeting"/>	<input style="width: 95%;" type="text" value="16:26"/>

### Section B - Invitation for Meeting Attendance

#### Section B1 - Details of Chairman , Secretary or Organizer

Chairman Name	Chairman Position	Chairman Email Id
<input style="width: 95%;" type="text" value="Enter Chairman Name"/>	<input style="width: 95%;" type="text" value="Enter Chairman Position"/>	<input style="width: 95%;" type="text" value="Enter Chairman Email ID"/>
Secretary Name	Secretary Position	Secretary Email Id
<input style="width: 95%;" type="text" value="Enter Secretary Name"/>	<input style="width: 95%;" type="text" value="Enter Secretary Position"/>	<input style="width: 95%;" type="text" value="Enter Secretary Email ID"/>
Organizer Name	Organizer Position	Organizer Email Id
<input style="width: 95%;" type="text" value="Enter Organizer Name"/>	<input style="width: 95%;" type="text" value="Enter Organizer Position"/>	<input style="width: 95%;" type="text" value="Enter Organizer Email ID"/>

Section B2 – Select Internal Attendees

<input type="checkbox"/> Abhinav Kumar	<input type="checkbox"/> Rajat Thakur	<input type="checkbox"/> English Shrinani Jaisr	<input type="checkbox"/> Gaurav Mitta
<input type="checkbox"/> Geetjyoti	<input type="checkbox"/> Harish Des	<input type="checkbox"/> Harish Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Harshad Siddarth	<input type="checkbox"/> Harish Dugg	<input type="checkbox"/> Parulath Das
<input type="checkbox"/> Prashant Agrawal	<input type="checkbox"/> Prashant Yadav	<input type="checkbox"/> Prashant Bhatt	<input type="checkbox"/> Pooj Vachher
<input type="checkbox"/> Rishabh Deyma	<input type="checkbox"/> Sarpay Dewan	<input type="checkbox"/> Shari Kunal Dewandralumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shresh Hande	<input type="checkbox"/> Sonu Chauhan	<input type="checkbox"/> Sudee Banerjee	<input type="checkbox"/> Sundee P Bhanshal
<input type="checkbox"/> Subh Chhwal	<input type="checkbox"/> Vinay Agrawal		

Section B3 – Enter External Attendees

Details of Attendee			
S.No.	Name	Position	Email Id
1	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Position"/>	<input type="text" value="Enter Email ID"/>

Add Row

Delete Last Row

Section C: Agenda Items

1	<input type="text" value="Follow up actions from earlier management reviews"/>	<input type="checkbox"/>
2	<input type="text" value="Management / Departmental responsibility and Organization chart"/>	<input type="checkbox"/>
3	<input type="text" value="Effectiveness of quality policy and objectives"/>	<input type="checkbox"/>
4	<input type="text" value="Results of internal audits"/>	<input type="checkbox"/>
5	<input type="text" value="Results of manufacturing process audits"/>	<input type="checkbox"/>
6	<input type="text" value="Results of product audits"/>	<input type="checkbox"/>
7	<input type="text" value="Results of 2nd party audits"/>	<input type="checkbox"/>
8	<input type="text" value="Status of corrective actions"/>	<input type="checkbox"/>
9	<input type="text" value="Review of environmental aspects and impacts"/>	<input type="checkbox"/>
10	<input type="text" value="Review of compliance obligations, legal &amp; other requirements including changing circumstances and developments in legal and other requirements"/>	<input type="checkbox"/>
11	<input type="text" value="Regulatory agency response to the status of environmental issues"/>	<input type="checkbox"/>
12	<input type="text" value="Results of participation and consultations"/>	<input type="checkbox"/>
13	<input type="text" value="Communication from external interested parties including complaints"/>	<input type="checkbox"/>
14	<input type="text" value="Changes in any internal issues related to the system"/>	<input type="checkbox"/>
15	<input type="text" value="Changes in any external issues related to system"/>	<input type="checkbox"/>
16	<input type="text" value="Result of drills conducted and their effectiveness"/>	<input type="checkbox"/>
17	<input type="text" value="The quality performance of the organization"/>	<input type="checkbox"/>
18	<input type="text" value="The environmental performance of the organization"/>	<input type="checkbox"/>
19	<input type="text" value="The OHS performance of the organization"/>	<input type="checkbox"/>
20	<input type="text" value="Customer feedback / Response to products / Services provided"/>	<input type="checkbox"/>
21	<input type="text" value="The extent to which objectives and targets have been met"/>	<input type="checkbox"/>
22	<input type="text" value="The status of incident investigation, preventive and corrective actions"/>	<input type="checkbox"/>
23	<input type="text" value="Recommendations for improvement"/>	<input type="checkbox"/>
24	<input type="text" value="Process performance / Product performance"/>	<input type="checkbox"/>

25	Key performance indicators (KPIs)	
26	Changes affecting the management system.	
27	Planning - upcoming projects, status of ongoing projects and their effect on the management system.	
28	Adequacy of resources	
29	Risks and opportunities / Results of FMEA	
30	Cost of poor quality	
31	Measures of process effectiveness	
32	Measures of process efficiency	
33	Product conformance	
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable	
35	Customer satisfaction	
35	Customer satisfaction	
36	Review or performance against maintenance objectives	
37	Warranty performance, where applicable	
38	Field failures (potential and actual) and their impact on safety or the environment.	
39	Overall system effectiveness	
40	Adequacy of the entire system	
41	Announcements of next meeting date	

Add More Agenda Items	
S.No.	Item Title

Meeting Reminders	30 Minutes	60 Minutes
-------------------	------------	------------

7. Choose the time for meeting reminders to all participants.
8. Click to submit.

# Request Invitation for Meeting Attendance

- The invitee will receive a new mail for accepting the online invitation for meeting attendance without logging in to the application.

The screenshot shows a Gmail inbox with an email titled "Internal Meeting (6 Feb 2024) - Invitation for Meeting Attendance - (TCM)IM(F2/INVITATION/021/02/2024/SD)". The email content includes a greeting, a meeting invitation, and a table with details of the meeting.

## Internal Meeting (6 Feb 2024) - Invitation for Meeting Attendance

**Dear Colleague,**  
 I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
 Best Regards  
**Sanjay Dewan**  
 Secretary for Meetings Management, on behalf of the Chairman.

### Section A: Details of Meeting

Name of Organization	QHSE	Address of Organization	Delhi
Category of Meeting		Daily Meeting	Date of Meeting
Online Meeting Link / Venue of Meeting		Delhi	Time of Meeting

### Section B - Invitation for Meeting Attendance

#### Section B1 - Details of Chairman & Secretary

S.No.	List	Name	Position	Email Id
1	Chairman	Sonu Chaurasia	TC - Audit	<a href="mailto:eghse1@gmail.com">eghse1@gmail.com</a>
2	Secretary	Prabuddh Agrawal	TC - Human Resources	<a href="mailto:Salesghserc@gmail.com">Salesghserc@gmail.com</a>
3	Organizer			

#### Section B2 - Internal Attendees

S.No.	List	Name	Employee Code	Email Id
1	Int Attendee1	Sanjay Dewan	SD	<a href="mailto:ghseriskconsultants@gmail.com">ghseriskconsultants@gmail.com</a>
2	Int Attendee2	Sonu Chaurasia	SC002	<a href="mailto:eghse1@gmail.com">eghse1@gmail.com</a>
3	Int Attendee3	Vineet Agrawal	VA003	<a href="mailto:paperlessqhse@gmail.com">paperlessqhse@gmail.com</a>

#### Section B3 - External Attendees

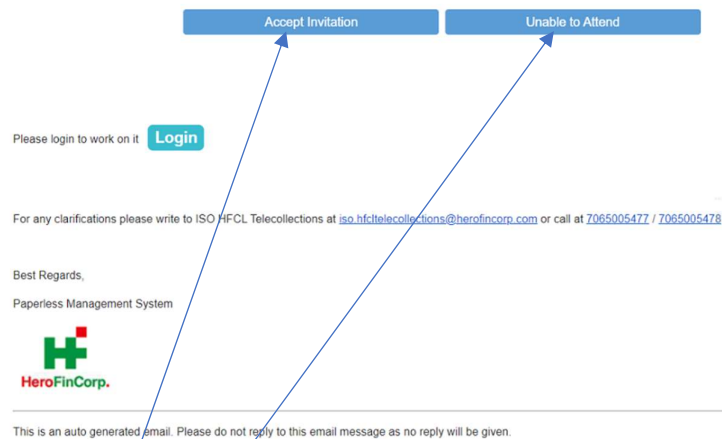
S.No.	List	Name	Position	Email Id
1	Ext Attendee1	Vikrant Yadav	Senior Developer	<a href="mailto:eghse1@gmail.com">eghse1@gmail.com</a>

Please come prepared to discuss the agenda items mentioned under section C

### Section C: Agenda Items

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions

9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance Indicators (KPI's)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date



2. Click on 'Accept Invitation' for meeting attendance.
3. Click on 'Unable to attend' If you cannot attend the meeting.

## Accept Invitation for Meeting Attendance

1. Once you click on 'Accept Invitation' the invitation for meeting attendance the following page will open.
2. Here you can see 'Thanks for accepting the invitation' message.



Thanks for accepting the invitation.

Best viewed in Microsoft Edge / Chrome / Firefox  
Copyright © 2018-24. All Rights Reserved  
Developed by QHSE Risk Consultants LLP



## Unable to Attend Invitation for Meeting Attendance

1. If you cannot attend the meeting, then click 'Unable to attend'.
2. The following page will open.
3. Here you will write the reason for being unable to attend the meeting.
4. Click on 'Submit'.

Reason for unable to attend

Not available|

Submit

5. The confirmatory message will show up.
6. If you try to click again then you will see following message.

Thanks for filling the reason for unable to attend.

Best viewed in Microsoft Edge / Chrome / Firefox  
Copyright © 2018-24. All Rights Reserved  
Developed by QHSE Risk Consultants LLP

You have already acknowledged this invitation. In case of any status change please contact the Secretary or Chairman or Organizer of the meeting directly.

Best viewed in Microsoft Edge / Chrome / Firefox  
Copyright © 2018-24. All Rights Reserved  
Developed by QHSE Risk Consultants LLP

## Meeting Management – Invitation for Meeting Attendance Mail Confirmation

1. Once you submit the added new form the 'Email Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Dashboard' button to go back to the dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess dashboard.

Invitation for Meeting Attendance has been saved successfully.

Write comments from sender

Comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

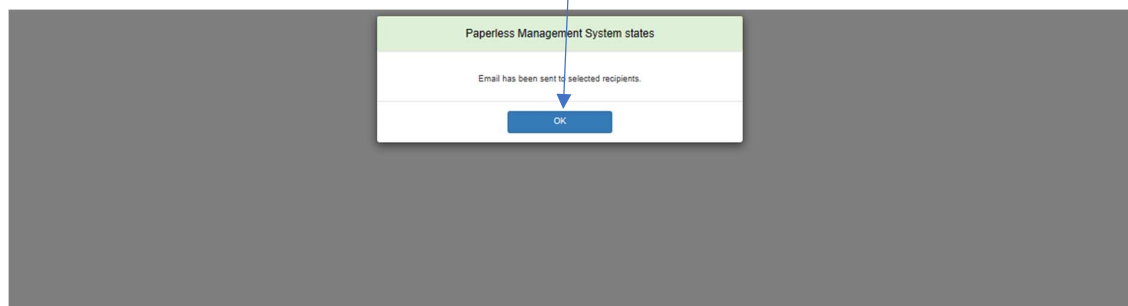
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhubani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhamsani	<input type="checkbox"/> Harish Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navien Siddarth	<input type="checkbox"/> Nihar Dagli	<input type="checkbox"/> Parulash Das
<input type="checkbox"/> Prabodh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt	<input type="checkbox"/> Puje Yachher
<input type="checkbox"/> Rishabh Dayma	<input type="checkbox"/> Sanjay Dewani	<input type="checkbox"/> Shah Krupal Devendrakumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shrusi Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sutip Banerjee	<input type="checkbox"/> Sunderp P Bhansali
<input type="checkbox"/> Udit Chhane	<input type="checkbox"/> Vineet Agrawal		






Send Mail


Go To Dashboard

Go to Inprocess Section



## Inprocess Dashboard – Invitation for Meeting Attendance

1. Click the number shown under 'Inprocess' and go to the inprocess dashboard.
2. You can see all the details of the invitation for meeting attendance.
3. You can view the invitation for meeting attendance by clicking on 
4. You can edit the invitation for meeting attendance by clicking on 
5. You can publish the invitation for meeting attendance by clicking on 
6. You can cancel meeting the invitation for meeting attendance by clicking on 
7. You can condemn (Condemned: Unfit for use) the invitation for meeting attendance by clicking on 
8. By clicking on 'Go to Dashboard' button to go back to the invitation for meeting attendance dashboard.
9. You can search here any invitation for meeting attendance.



[Module Overview](#) | [Users](#) | [User Guide](#) | [Support](#) | [Settings](#) | [Logout](#) / Sanjay Dewan































**Invitation for Meeting Attendance**

INPROCESS STATUS

Show  entries

Search

[← Go To Dashboard](#)

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
2	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
3	(TCM)MIFET/INVITATION/011/12/2023/SD	(TCM)MIFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
4	(TCM)DFFM/INVITATION/010/12/2023/SD	(TCM)DFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							
5	(TCM)CM/INVITATION/009/12/2023/SD	(TCM)CM/MOM/009/12/2023/SD	21-12-2023 11:58:58	Sanjay Dewan							
6	(TCM)TM/INVITATION/008/12/2023/SD	(TCM)TM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan							

## Viewing the Invitation Meeting Attendance

1. Click on 'View' at the inprocess status dashboard.
2. By clicking on 'Back' button to go back to the previous page.

[Module Overview](#)
[Users](#)
[User Guide](#)
[Support](#)
[Settings](#)
[Logout/TC/Sanjay Dewan](#)

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

INPROCESS STATUS

Show 10 entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	21-12-2023 14:02:16	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>
2	(TCM)KTP/INVITATION/012/12/2023/SD	(TCM)KTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>
3	(TCM)MFM/INVITATION/011/12/2023/SD	(TCM)MFM/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>
4	(TCM)DFM/INVITATION/010/12/2023/SD	(TCM)DFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>
5	(TCM)CM/INVITATION/009/12/2023/SD	(TCM)CM/MOM/009/12/2023/SD	21-12-2023 11:58:58	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>
6	(TCM)IM/INVITATION/008/12/2023/SD	(TCM)IM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan			<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Cancel Meeting</a>	<a href="#">Condemned</a>

[<< Back](#)

### Paperless Management system - Invitation for Meeting Attendance

**Dear Colleague,**

I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.

Best Regards

Sanjay Dewan

Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)PMS/INVITATION/015/01/2024/SD

Report No. (TCM)PMS/MOM/015/01/2024/SD

<b>Name of Organization</b>	QHSE	<b>Address of Organization</b>	Delhi
<b>Category of Meeting</b>	Problem Solving Meeting	<b>Date of Meeting</b>	09-01-2024
<b>Online Meeting Link / Venue of Meeting</b>	Delhi	<b>Time of Meeting</b>	18.32

#### Section B - Invitation for Meeting Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman			
2	Secretary			
3	Organizer	Vikrant Yadav	Sr. Php developer	abc@gmail.com

##### Section B2 – Internal Attendees

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Sanjay Dewan	SD	qhseriskconsultants@gmail.com	Awaiting confirmation
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Accepted
3	Int Attendee3	Vineet Agrawal	VA003	paperlessqhse@gmail.com	Awaiting confirmation

**Section B3 – External Attendees**


S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Sonu Chaurasiya	Jr. Php developer	xyx@gmail.com	Awaiting confirmation


Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPI's)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date
<b>Meeting Reminders</b>	
60 Minutes	

## Editing the Invitation for Meeting Attendance

1. Click on 'Edit 































Paperless Make Life Simple  Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

<< Go To Dashboard

### Invitation for Meeting Attendance

INPROCESS STATUS

Show 10 entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)GFA/INVITATION/013/12/2023/23/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
2	(TCM)CTP/INVITATION/012/12/2023/23/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
3	(TCM)MFET/INVITATION/011/12/2023/SD	(TCM)MFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
4	(TCM)DFM/INVITATION/010/12/2023/SD	(TCM)DFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							
5	(TCM)CM/INVITATION/009/12/2023/SD	(TCM)CM/MOM/009/12/2023/SD	21-12-2023 11:58:58	Sanjay Dewan							
6	(TCM)TM/INVITATION/008/12/2023/SD	(TCM)TM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan							

<< Back

Meetings Management

Good Friday Appointment - Invitation for Meeting Attendance

Background

Paragraph A A B I U S Color Align Indent Outdent Link Unlink Image Table Undo Redo

Dear Colleagues,  
 I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
 Best Regards  
 Sanjay Dewan  
 Secretary for Management Review Meeting, on behalf of the Chairman.

Section A: Details of Meeting

Ref No. (TCM/GFA/INVITATION/013/12/2023/SD

Report No. (TCM/GFA/MOM/013/12/2023/SD

<b>Name of Organization</b>	<b>Address of Organization</b>
QHSE LLP	MAYUR VIHAR PHASE - II, New Delhi
<b>Category of Meeting</b>	<b>Date of Meeting</b>
Planning Meeting	22-12-2023
<b>Online Meeting Link / Venue of Meeting</b>	<b>Time of Meeting</b>
Teamviewer97123	16:00

Section B - Invitation for Meeting Attendance

Section B1 - Details of Chairman, Secretary or Organizer

<b>Chairman Name</b>	<b>Chairman Position</b>	<b>Chairman Email Id</b>
Sonu Chaurasia (SC002)	Sales	eqhse1@gmail.com
<b>Secretary Name</b>	<b>Secretary Position</b>	<b>Secretary Email Id</b>
Select user	Enter Secretary Position	Enter Secretary Email ID
<b>Organizer Name</b>	<b>Organizer Position</b>	<b>Organizer Email Id</b>
Select user	Enter Organizer Position	Enter Organizer Email ID

Section B2 - Select Internal Attendees

<input type="checkbox"/> Abhinav Kumar	<input type="checkbox"/> Brijraj Thakur	<input type="checkbox"/> Eshani Shankar Sutar	<input type="checkbox"/> Gaurav Mitra
<input type="checkbox"/> Gajendra Jambhani	<input type="checkbox"/> Harsh Dutt	<input type="checkbox"/> Harsh Parivar	<input type="checkbox"/> Jyoti Sharmu
<input type="checkbox"/> Lalit Gupta	<input type="checkbox"/> Navneet Soodh	<input type="checkbox"/> Anshu Doshi	<input type="checkbox"/> Arjun Das
<input type="checkbox"/> Prakash Sharma	<input type="checkbox"/> Prabhodi Agrawal	<input type="checkbox"/> Prasad Yadav	<input type="checkbox"/> Prachi Bhatt
<input type="checkbox"/> Poojya Vohra	<input type="checkbox"/> Roshan Dogra	<input type="checkbox"/> Sanjay Dhanani	<input type="checkbox"/> Shekhar Deveshwar
<input type="checkbox"/> Shubh Sehmi Kumar	<input type="checkbox"/> Shrut Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sundeep P Bhansali	<input type="checkbox"/> Utsav Chawla	<input checked="" type="checkbox"/> Vineet Agrawal	

S.No.	Name	Employee Code	Email Id
1	Vineet Agrawal	VIA003	Paperlessqhse@gmail.com

Section B3 - Enter External Attendees

Details of Attendee			
S.No.	Name	Position	Email Id
1	Sujeet Jha	IT	salesqhser@gmail.com

Add Row

Delete Last Row

Section C: Agenda Items

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incidents investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPIs)

26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product performance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

Add More Agenda Items	
S.No.	Agenda Items

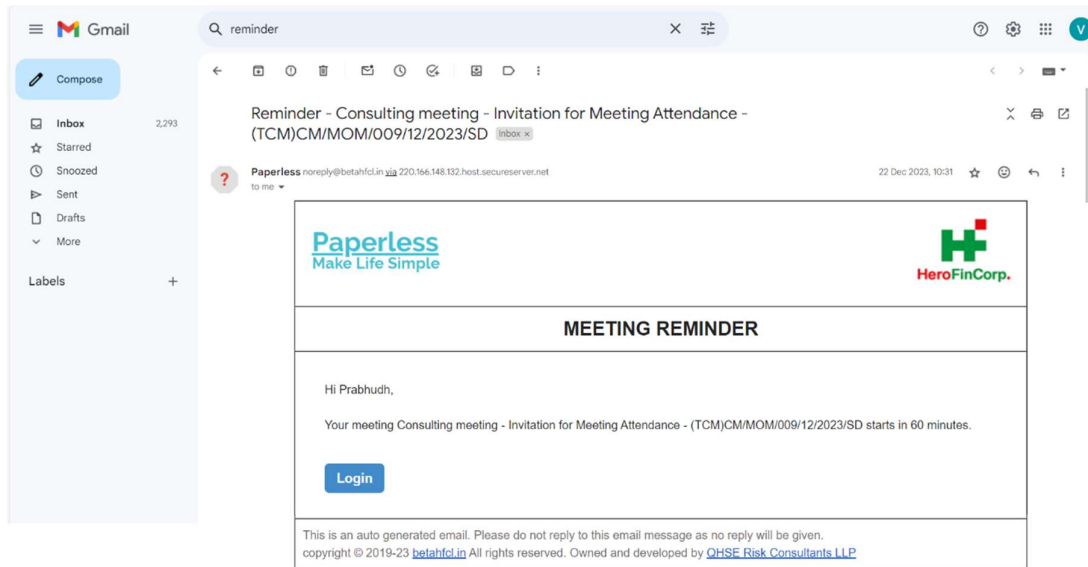
Add Row	Delete Last Row
Meeting Reminders	30 Minutes
Submit	60 Minutes

5. Click 'Add Row' to add a new row in the 'Agenda items' section in case more than one items have added in the meeting management.
6. Click 'Delete Last Row' to delete the last row, as required. The row and contents will be deleted.
7. Click on the time given next to the meeting reminder, the reminder will reach the meeting attendee as per the scheduled time.
8. Click to Submit.



## Received Meeting Attendance Reminder E-mail

1. Received reminder consulting meeting – Invitation for meeting attendance e-mail.
2. Reminder email received before 30 minutes / 60 minutes as per the scheduled date and time for meeting attendance.



For any clarifications please write to TC Communications at [tcocs-communications@herofincorp.com](mailto:tcocs-communications@herofincorp.com) or call at 9599949106 / 8929178054

Best Regards,  
Paperless Management System



This is an auto generated email. Please do not reply to this email message as no reply will be given.

## Publishing the Invitation for Meeting Attendance

1. Click on 'Publish (🔊)' at the dashboard to publish invitation for meeting attendance.
2. Please remember that once you publish the invitation for meeting attendance no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'OK' again if you finally agree to publish the invitation for meeting attendance.
5. By clicking on 'Cancel' you can cancel to publish invitation for meeting attendance.



[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

INPROCESS STATUS

Show  entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCMJGFA/INVITATION/013/12/2023/SD	(TCMJGFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
2	(TCMJCTP/INVITATION/012/12/2023/SD	(TCMJCTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
3	(TCMJMFET/INVITATION/011/12/2023/SD	(TCMJMFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
4	(TCMJDFFM/INVITATION/010/12/2023/SD	(TCMJDFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							
5	(TCMJCM/INVITATION/009/12/2023/SD	(TCMJCM/MOM/009/12/2023/SD	21-12-2023 11:58:58	Sanjay Dewan							

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

INPROCESS STATUS

Show  entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCMJPMS/INVITATION/015/01/2024/SD	(TCMJPMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan							
2	(TCMJGFA/INVITATION/013/12/2023/SD	(TCMJGFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
3	(TCMJCTP/INVITATION/012/12/2023/SD	(TCMJCTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
4	(TCMJMFET/INVITATION/011/12/2023/SD	(TCMJMFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
5	(TCMJDFFM/INVITATION/010/12/2023/SD	(TCMJDFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

INPROCESS STATUS

Show  entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCMJPMS/INVITATION/015/01/2024/SD	(TCMJPMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan							
2	(TCMJGFA/INVITATION/013/12/2023/SD	(TCMJGFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
3	(TCMJCTP/INVITATION/012/12/2023/SD	(TCMJCTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
4	(TCMJMFET/INVITATION/011/12/2023/SD	(TCMJMFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
5	(TCMJDFFM/INVITATION/010/12/2023/SD	(TCMJDFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							

## Publishing the Mail Notification

1. Once you submit the document / form for publishing a new page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Email.'
6. Click on 'Go to Dashboard' to go back to the main dashboard.
7. Click on 'Go to Completed Section' to go back to the completed Meeting management module dashboard.
8. An alert box will show up then click 'OK.'

**Invitation for Meeting Attendance has been published successfully.**

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

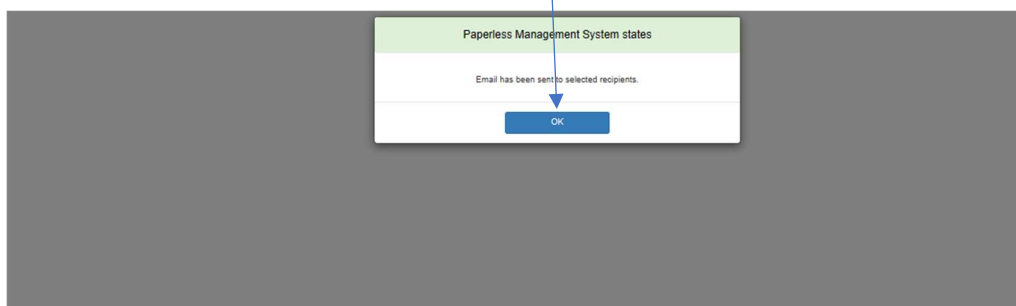
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Aditiaksh Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Dhruv Shankar Sutar	<input type="checkbox"/> Gautam Mota
<input type="checkbox"/> Anjali Jhemani	<input type="checkbox"/> Harish Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navin Siddarth	<input type="checkbox"/> Nihar Dagi	<input type="checkbox"/> Parul Das
<input type="checkbox"/> Prabhakar Verma	<input type="checkbox"/> Prabhudh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Pooj Vachher	<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shah Krupal Devendrakumar
<input type="checkbox"/> Shibu Senthil Kumar	<input type="checkbox"/> Shruki Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sandeep P Bhanushali	<input type="checkbox"/> Udit Chauria	<input type="checkbox"/> Vineet Agrawal	


Send Mail

Go To Dashboard

Go to Completed Section



## Cancelling the Invitation for Meeting Attendance

1. Click on 'Cancel Meeting ' at the inprocess status dashboard.
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. Click on 'Go to Dashboard' to go to the invitation for meeting attendance dashboard.

**Invitation for Meeting Attendance**

INPROCESS STATUS

Show **10** entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)DM/INVITATION/019/01/2024/SD	(TCM)DM/MOM/019/01/2024/SD	13-01-2024 18:54:50	Sanjay Dewan							
2	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan							
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
5	(TCM)MFET/INVITATION/011/12/2023/SD	(TCM)MFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
6	(TCM)DFFM/INVITATION/010/12/2023/SD	(TCM)DFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							

**Paperless Management System states**

Do you really want to cancel the meeting, Ref No: (TCM)DM/INVITATION/019/01/2024/SD?

INPROCESS STATUS

Show **10** entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)DM/INVITATION/019/01/2024/SD	(TCM)DM/MOM/019/01/2024/SD	13-01-2024 18:54:50	Sanjay Dewan							
2	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan							
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							

4. Write here your comments for cancel the invitation for meeting attendance.
5. Click 'OK' again if you finally agree to cancel the invitation for meeting attendance.
6. An alert box will show up then click 'OK' and cancellation email sent to all attendees.

The screenshot displays the 'Paperless Management System states' interface. At the top, there is a confirmation dialog box with the title 'Paperless Management System states' and the text 'You agree to cancel the meeting, Ref No: (TCM)JDM/INVITATION/019/01/2024/SD?'. Below this text is a text input field containing 'I want to cancel the meeting'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. A blue arrow points from the 'OK' button in this dialog to the 'OK' button in a second dialog box below. The background shows a table of meeting entries with columns for S. No., Ref No., Report No., Initial Date, Submitted By, Last Edited Date, Last Edited By, View, Edit, Publish, Cancel Meeting, and Condemned. Below the table is another 'Paperless Management System states' dialog box with the message 'The Invitation for Meeting Attendance Ref No (TCM)JDM/INVITATION/019/01/2024/SD has been cancelled and email sent to all attendees.' and an 'OK' button.

<< Go To Dashboard

Show 10 entries Search:


S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)JDM/INVITATION/019/01/2024/SD	(TCM)JDM/MOM/019/01/2024/SD	13-01-2024 18:54:50	Sanjay Dewan							
2	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan							
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							

Paperless Management System states

The Invitation for Meeting Attendance Ref No (TCM)JDM/INVITATION/019/01/2024/SD has been cancelled and email sent to all attendees.

OK

## Condemning the Invitation for Meeting Attendance

1. You can condemn / trash the invitation for meeting attendance, as appropriate by clicking on 
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. Click 'Cancel' if you want to cancel the action.

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

INPROCESS STATUS

Show 10 entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Cancel Meeting	Condemned
1	(TCM)DM/INVITATION/019/01/2024/SD	(TCM)DM/MOM/019/01/2024/SD	13-01-2024 18:54:50	Sanjay Dewan							
2	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan							
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan							
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan							
5	(TCM)MFET/INVITATION/011/12/2023/SD	(TCM)MFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan							
6	(TCM)DFFM/INVITATION/010/12/2023/SD	(TCM)DFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan							

Paperless Management System states							Publish	Cancel Meeting	Condemned
1	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan					
2	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan					
3	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan					
4	(TCM)MFET/INVITATION/011/12/2023/SD	(TCM)MFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan					
5	(TCM)DFFM/INVITATION/010/12/2023/SD	(TCM)DFFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan					
6	(TCM)TM/INVITATION/008/12/2023/SD	(TCM)TM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan					
7	(TCM)TRM/INVITATION/007/12/2023/SD	(TCM)TRM/MOM/007/12/2023/SD	20-12-2023 18:01:07	Sanjay Dewan					
8	(TCM)TRM/INVITATION/006/12/2023/SD	(TCM)TRM/MOM/006/12/2023/SD	20-12-2023 18:01:06	Sanjay Dewan					
9	(TCM)DM4-PA/INVITATION/005/12/2023/RD	(TCM)DM4-PA/MOM/005/12/2023/RD	19-12-2023 18:51:46	Roshan Dayma					

Do you really want to condemn this Invitation for Meeting Attendance, Ref No: (TCM)DM4-PA/INVITATION/005/12/2023/RD?

OK
Cancel

Showing 1 to 9 of 9 entries Previous 1 Next

4. A message will show up with successfully condemned message.
5. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
6. By clicking the button 'Go to Dashboard, you will directly go to the invitation for meeting attendance Dashboard.
7. By clicking the button 'Go to Condemned Section', you will go to the condemned section dashboard.

**Invitation for Meeting Attendance has been condemned successfully.**


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Go To Dashboard

Go to Condemned Section

## Completed Status Dashboard - Invitation for Meeting Attendance

1. Here you can view all completed invitation for meeting attendance.
2. Click the number shown under 'Completed' and go to the completed status dashboard.
3. You can search here any completed invitation for meeting attendance.
4. You can archive any invitation for meeting attendance by clicking on 

<< Back

### Meetings Management - Invitation for Meeting Attendance

S.No.	New	Inprocess	Completed	Condemned	Canceled	Archived
1		7	5	3	4	1



<< Go To Dashboard

### Invitation for Meeting Attendance

#### COMPLETED STATUS

Show  entries

Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)9M/INVITATION/020/01/2024/	(TCM)9M/MOM/020/01/2024/	16-01-2024 07:10:53				16-01-2024 07:24:57	Pramod Yadav		
2	(TCM)TM(J2/INVITATION/018/01/2024/SD	(TCM)TM(J2/MOM/018/01/2024/SD	13-01-2024 18:24:01	Sanjay Dewan	13-01-2024 18:24:53	Sanjay Dewan	13-01-2024 18:37:09	Sanjay Dewan		
3	(TCM)PDBM/INVITATION/014/01/2024/SD	(TCM)PDBM/MOM/014/01/2024/SD	08-01-2024 16:33:59	Sanjay Dewan			08-01-2024 16:56:12	Sanjay Dewan		
4	(TCM)OEM2-VY/INVITATION/004/12/2023/RD	(TCM)OEM2-VY/MOM/004/12/2023/RD	19-12-2023 18:13:56	Roshan Dayma			19-12-2023 18:33:43	Roshan Dayma		



5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you not agree with the statement in the alert box.
7. Again you will see the alert box of 'Archived Successfully'.
8. Then you will see 'Go to Archived Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archived Section', you will directly go to the archived invitation for meeting attendance in the Archive Module.
10. By clicking the button 'Go to Completed Section', you will go to the completed section dashboard.

**Paperless Management System states**

Do you really want to archive this Invitation for Meeting Attendance, Ref No:  
(TCM)PMS/INVITATION/015/01/2024/SD?

[OK](#)
[Cancel](#)

**COMPLETED STATUS**

Show **10** entries Search:


S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)9M/INVITATION/020/01/2024/	(TCM)9M/MOM/020/01/2024/	16-01-2024 07:10:53				16-01-2024 07:24:57	Pramod Yadav		
2	(TCM)TMJ2/INVITATION/018/01/2024/SD	(TCM)TMJ2/MOM/018/01/2024/SD	13-01-2024 18:24:01	Sanjay Dewan	13-01-2024 18:24:53	Sanjay Dewan	13-01-2024 18:37:09	Sanjay Dewan		
3	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan			10-01-2024 11:00:42	Sanjay Dewan		

**Paperless Management System states**

Invitation for Meeting Attendance has been archived successfully.

[Go to Archives Section](#)
[Go to Completed Section](#)

## Condemned Status Dashboard - Invitation for Meeting Attendance

1. Here you can view the all condemned invitation for meeting attendance.
2. Click the number shown under 'Condemned' and go to the condemned status dashboard.
3. You can search here any condemned invitation for meeting attendance.
4. You can view any invitation for meeting attendance by clicking on 
5. Click on 'Go to Dashboard' to go back to the invitation for meeting attendance dashboard.
6. Click on 'Back' to go back to the previous page.

[<< Back](#)

### Meetings Management - Invitation for Meeting Attendance




S.No.	New	Inprocess	Completed	Condemned	Canceled	Archived
1		7	5	3	4	1

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

CONDEMNED STATUS

Showing 10 entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Condemned Date	Condemned By	View
1	(TCM)TM/INVITATION/008/12/2023/SD	(TCM)TM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan			05-02-2024 10:59:03	Sanjay Dewan	
2	(TCM)DM4-PA/INVITATION/005/12/2023/RD	(TCM)DM4-PA/MOM/005/12/2023/RD	19-12-2023 18:51:46	Roshan Dayma			05-02-2024 10:56:21	Sanjay Dewan	
3	(TCM)OEM2-VY/INVITATION/003/12/2023/RD	(TCM)OEM2-VY/MOM/003/12/2023/RD	19-12-2023 18:13:55	Roshan Dayma			19-12-2023 18:26:49	Roshan Dayma	

Showing 1 to 3 of 3 entries Previous **1** Next

[<< Back](#)

### Testing meeting - Invitation for Meeting Attendance

Dear Colleague,  
I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
Best Regards  
**Sanjay Dewan**  
Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)TM/INVITATION/008/12/2023/SD

Report No. (TCM)TM/MOM/008/12/2023/SD

<b>Name of Organization</b>	QHSE Risk Consultants LLP	<b>Address of Organization</b>	Our premises
<b>Category of Meeting</b>	Daily Meeting	<b>Date of Meeting</b>	21-12-2023
<b>Online Meeting Link / Venue of Meeting</b>	Delhi	<b>Time of Meeting</b>	11:21

#### Section B - Invitation for Meeting Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman	Vineet agrawal	Admin	qhsetesting@gmail.com
2	Secretary			
3	Organizer			

**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Vineet Agrawal	VA003	paperlessqhse@gmail.com	Accepted

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	S.dewan	Director	sdewan100@gmail.com	Awaiting confirmation


Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPI's)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Testing meeting review1

<b>Meeting Reminders</b>	30 Minutes
--------------------------	------------

## Cancelled Status Dashboard - Invitation for Meeting Attendance

1. Here you can see all cancelled invitations for meeting attendance.
2. Click the number shown under 'Canceled' and go to the cancel status dashboard.
3. You can search here any canceled invitation for meeting attendance.
4. You can view any canceled invitation for meeting attendance by clicking on .
5. Click on 'Go to Dashboard' to go back to the invitation for meeting attendance dashboard.

[<< Back](#)

### Meetings Management - Invitation for Meeting Attendance





S.No.	New	Inprocess	Completed	Condemned	Cancelled	Archived
1		7	5	3	4	1

[<< Go To Dashboard](#)

### Invitation for Meeting Attendance

CANCELED STATUS

Show  entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Canceled Date	Canceled By	View
1	(TCM)DM/INVITATION/019/01/2024/SD	(TCM)DM/MOM/019/01/2024/SD	13-01-2024 18:54:50	Sanjay Dewan			05-02-2024 10:35:59	Sanjay Dewan	
2	(TCM)TM(2/INVITATION/017/01/2024/SD	(TCM)TM(2/MOM/017/01/2024/SD	13-01-2024 18:10:33	Sanjay Dewan			13-01-2024 18:21:36	Sanjay Dewan	
3	(TCM)CM/INVITATION/009/12/2023/SD	(TCM)CM/MOM/009/12/2023/SD	21-12-2023 11:58:58	Sanjay Dewan			10-01-2024 11:27:33	Sanjay Dewan	
4	(TCM)OEM2-VY/INVITATION/002/12/2023/RD	(TCM)OEM2-VY/MOM/002/12/2023/RD	19-12-2023 18:10:52	Roshan Dayma			19-12-2023 18:26:17	Roshan Dayma	

Showing 1 to 4 of 4 entries Previous  Next

[<< Back](#)

### Daily meeting - Invitation for Meeting Attendance

**Dear Colleague,**  
I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
Best Regards  
**Sanjay Dewan**  
Secretary for Management Review Meeting, on behalf of the Chairman.

**Section A: Details of Meeting**

**Ref No.** (TCM)DM/INVITATION/019/01/2024/SD **Report No.** (TCM)DM/MOM/019/01/2024/SD

<b>Name of Organization</b>	QHSE	<b>Address of Organization</b>	Delhi
<b>Category of Meeting</b>	Daily Meeting	<b>Date of Meeting</b>	14-01-2024
<b>Online Meeting Link / Venue of Meeting</b>	Delhi	<b>Time of Meeting</b>	18:52

**Section B - Invitation for Meeting Attendance**

**Section B1 - Details of Chairman, Secretary or Organizer**

S.No.	List	Name	Position	Email Id
1	Chairman	Sonu Chaurasia	TC - Billing	paperlessqhse@gmail.com
2	Secretary	Prabuddh Agrawal	TC - Human Resources	salesqhserc@gmail.com
3	Organizer			

**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Amit	Developer	qhsetesting@gmail.com	Awaiting confirmation


Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance Indicators (KPI's)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

<b>Meeting Reminders</b>	30 Minutes
--------------------------	------------

## Archived Status Dashboard - Invitation for Meeting Attendance

1. Here you can view all archived invitation for meeting attendance.
2. Click the number shown under 'Archived' and you will go to the archived dashboard.
3. You can search here any archived status invitation for meeting attendance.
4. You can view any invitation for meeting attendance by clicking on .
5. Click on 'Back' to go back to the previous page.

### Meetings Management - Invitation for Meeting Attendance

S.No.	New	Inprocess	Completed	Condemned	Canceled	Archived
1		7	5	3	4	1



<< Go To Dashboard

### Invitation for Attendance

#### ARCHIVED STATUS

Show  entries

Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan			10-01-2024 11:00:42	Sanjay Dewan	05-02-2024 11:17:36	Sanjay Dewan	
2	(TCM)OIM1-SC/INVITATION/001/12/2023/RD	(TCM)OIM1-SC/MOM/001/12/2023/RD	19-12-2023 18:02:59	Roshan Dayma			19-12-2023 18:39:56	Roshan Dayma	19-12-2023 18:41:57	Roshan Dayma	

<< Back

### Archive - Paperless Management system - Invitation for Meeting Attendance

Dear Colleague,

I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.

Best Regards

**Sanjay Dewan**

Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)PMS/INVITATION/015/01/2024/SD

Report No. (TCM)PMS/MOM/015/01/2024/SD

Name of Organization	QHSE	Address of Organization	Delhi
Category of Meeting	Problem Solving Meeting	Date of Meeting	09-01-2024
Online Meeting Link / Venue of Meeting	Delhi	Time of Meeting	18:32

#### Section B - Invitation for Meeting Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman			
2	Secretary			
3	Organizer	Vikrant Yadav	Sr. Php developer	abc@gmail.com

**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Prabuddh Agrawal	PA001	salesqhserc@gmail.com	Awaiting confirmation
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Awaiting confirmation

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Sonu Chaurasiya	Jr. Php developer	xyx@gmail.com	Awaiting confirmation

Please come prepared to discuss the agenda items mentioned under section C





**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of Incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPI's)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

**Meeting Reminders**

60 Minutes

## Inprocess Status Dashboard – Minutes of Meeting

1. Click the number shown under 'Inprocess' and go to the inprocess dashboard.
2. You can see all the details of all published minutes of meeting.
3. You can view the minutes of meeting by clicking on 
4. You can edit the minutes of meeting by clicking on 
5. You can publish the minutes of meeting by clicking on 
6. You can condemned (Condemned: Unfit for use) the minutes of meeting by clicking on 
7. You can search here any minutes of meeting.
8. By clicking on 'Go to Dashboard' button to go back to the minutes of meeting dashboard.

<< Back

### Meetings Management - Minutes of Meeting














S.No.	New	Inprocess	Completed	Condemned	Archived
1		8	3	3	2

<< Go To Dashboard

### Minutes of Meeting


#### INPROCESS FORMS STATUS

Show 10 entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/012/12/2023/SD	21-12-2023 17:43:50	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
5	(TCM)MFET/INVITATION/011/12/2023/SD	(TCM)MFET/MOM/011/12/2023/SD	21-12-2023 16:19:20	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
6	(TCM)DFM/INVITATION/010/12/2023/SD	(TCM)DFM/MOM/010/12/2023/SD	21-12-2023 16:15:55	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
7	(TCM)TRM/INVITATION/007/12/2023/	(TCM)TRM/MOM/007/12/2023/	20-12-2023 18:01:07	Sanjay Dewan	21-12-2023 16:03:17	Sanjay Dewan		<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>		



## Viewing the Minutes of Meeting







1. Click on 'View 

[<< Go To Dashboard](#)

### Minutes of Meeting

INPROCESS FORMS STATUS

Show  entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCMJ)12/INVITATION/016/01/2024/SD	(TCMJ)12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	

[<< Back](#)

### Jan 12 2024 - Minutes of Meeting

**Dear Colleague,**  
I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.  
Best Regards  
**Sanjay Dewan**  
Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCMJ)12/INVITATION/016/01/2024/SD	Report No. (TCMJ)12/MOM/016/01/2024/SD
--	--

Name of Organization	Milton	Address of Organization	Noida
Category of Meeting	Planning Meeting	Date of Meeting	12-01-2024
Online Meeting Link / Venue of Meeting	Xyz2440887qwer	Time of Meeting	12:54

#### Section B - Invitation for Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman	Mohit Gupta	TC - Management	qhsecron@gmail.com
2	Secretary	Sanjay Dewan	TC - Collections Operations	qhseriskconsultants@gmail.com
3	Organizer	Vineet Agrawal	TC - Billing	paperlessqhse@gmail.com

##### Section B2 - Internal Attendees

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Prabuddh Agrawal	PA001	salesqhserc@gmail.com	Accepted
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Accepted

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Vikrant Yadav	Senior Developer	eqhse1@gmail.com	Awaiting confirmation

Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
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33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

**Section D: Discussion on Agenda Items**

<b>1</b>	Follow up actions from earlier management reviews
ok	
<b>2</b>	Management / Departmental responsibility and Organization chart
ok	
<b>3</b>	Effectiveness of quality policy and objectives
ok	
<b>4</b>	Results of internal audits
ok	
<b>5</b>	Results of manufacturing process audits
ok	
<b>6</b>	Results of product audits
ok	
<b>7</b>	Results of 2nd party audits
ok	
<b>8</b>	Status of corrective actions
ok	
<b>9</b>	Review of environmental aspects and impacts
ok	
<b>10</b>	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
ok	
<b>11</b>	Regulatory agency response to the status of environmental issues
ok	
<b>12</b>	Results of participation and consultations
ok	
<b>13</b>	Communication from external interested parties including complaints
ok	
<b>14</b>	Changes in any internal issues related to the system
ok	
<b>15</b>	Changes in any external issues related to system
ok	
<b>16</b>	Result of drills conducted and their effectiveness
ok	

17	The quality performance of the organization
ok	
18	The environmental performance of the organization
ok	
19	The OH&S performance of the organization
ok	
20	Customer feedback / Response to products / Services provided
ok	
21	The extent to which objectives and targets have been met
ok	
22	The status of incident investigation, preventive and corrective actions
ok	
23	Recommendations for improvement
ok	
24	Process performance / Product performance
ok	
25	Key performance indicators (KPI's)
ok	
26	Changes affecting the management system.
ok	
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
ok	
28	Adequacy of resources
ok	
29	Risks and opportunities / Results of FMEA
ok	
30	Cost of poor quality
ok	
31	Measures of process effectiveness
ok	
32	Measures of process efficiency
ok	
33	Product conformance
ok	
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
ok	
35	Customer satisfaction
ok	
36	Review or performance against maintenance objectives
ok	
37	Warranty performance, where applicable
ok	
38	Field failures (potential and actual) and their impact on safety or the environment.
ok	


39	Overall system effectiveness
ok	
40	Adequacy of the entire system
ok	
41	Announcement of next meeting date
ok	

**Section E: Outputs and Summary**

S.No.	Outputs and Summary
1	All done

**Section F: Approval of Minutes**

**F1 - Preparation and Approval**

Confirmation of Preparation and Approval				
	Name	Position	Date	Signature
Approved By Chairman	Sonu Chaurasia	TC - Audit	06-02-2024	
Prepared By Secretary	Prabuddh Agrawal	TC - Human Resources		
Prepared By Organizer				

**F2 - Confirmation by Internal Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees
1	Sonu Chaurasia	SC002		

**F3 - Confirmation by External Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees

## Editing Section D: Discussion on Agenda Items

1. Click on here, edit the form sections at the inprocess forms status dashboard.
  - Edit section D: Discussion on agenda itmes.
  - Edit section E: Outputs and summary.
  - Edit section F: Approval for minutes.
2. The selected section form will open 'Minutes of Meeting' form showing the entries for the editing.
3. Update related details if needed.
4. Click to 'Submit'.
5. Click on 'Go to Dashboard' to go back to the minutes of meeting dashboard.

### Minutes of Meeting

INPROCESS FORMS STATUS

Show 10 entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)I12/INVITATION/016/01/2024/SD	(TCM)I12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	

<< Go To Dashboard  
<< Back

### Meetings Management

Jan 12 2024 - Minutes of Meeting

**Dear Colleague,**

I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.

Best Regards

**Sanjay Dewan**

Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)I12/INVITATION/016/01/2024/SD

Report No. (TCM)I12/MOM/016/01/2024/SD

Name of Organization	Milton	Address of Organization	Noida
Category of Meeting	Planning Meeting	Date of Meeting	12-01-2024
Online Meeting Link / Venue of Meeting	Xyz2440887qwer	Time of Meeting	12:54

**Section B - Invitation for Attendance**  
**Section B1 - Details of Chairman, Secretary or Organizer**

S.No.	List	Name	Position	Email Id
1	Chairman	Mohit Gupta	TC - Management	qhsecron@gmail.com
2	Secretary	Sanjay Dewan	TC - Collections Operations	qhseriskconsultants@gmail.com
3	Organizer	Vineet Agrawal	TC - Billing	paperlessqhse@gmail.com

**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Prabudh Agrawal	PA001	salesqhserc@gmail.com	Accepted
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Accepted

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Amit	Jr. Developer	gatepasslive@gmail.com	Accepted
2	Ext Attendee2	Shaha	Jr. Tester	gatepassmanager@gmail.com	Accepted

Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and Impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPIs)
26	Changes affecting the management system.
27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness

32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date
42.	Demo for final test

### Section D: Discussion on Agenda Items

<b>1. Follow up actions from earlier management reviews</b>	
Enter Follow up actions from earlier management reviews	
<b>2. Management / Departmental responsibility and Organization chart</b>	
Enter Management / Departmental responsibility and Organization chart	
<b>3. Effectiveness of quality policy and objectives</b>	
Enter Effectiveness of quality policy and objectives	
<b>4. Results of internal audits</b>	
Enter Results of internal audits	
<b>5. Results of manufacturing process audits</b>	
Enter Results of manufacturing process audits	
<b>6. Results of product audits</b>	
Enter Results of product audits	
<b>7. Results of 2nd party audits</b>	
Enter Results of 2nd party audits	
<b>8. Status of corrective actions</b>	
Enter Status of corrective actions	
<b>9. Review of environmental aspects and impacts</b>	
Enter Review of environmental aspects and impacts	
<b>10. Review of compliance obligations, legal &amp; other requirements including changing circumstances and developments in legal and other requirements</b>	
Enter Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements	
<b>11. Regulatory agency response to the status of environmental issues</b>	
Enter Regulatory agency response to the status of environmental issues	



<b>12. Results of participation and consultations</b>
Enter Results of participation and consultations
<b>13. Communication from external interested parties including complaints</b>
Enter Communication from external interested parties including complaints
<b>14. Changes in any internal issues related to the system</b>
Enter Changes in any internal issues related to the system
<b>15. Changes in any external issues related to system</b>
Enter Changes in any external issues related to system
<b>16. Result of drills conducted and their effectiveness</b>
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<b>17. The quality performance of the organization</b>
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<b>18. The environmental performance of the organization</b>
Enter The environmental performance of the organization
<b>19. The OH&amp;S performance of the organization</b>
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<b>20. Customer feedback / Response to products / Services provided</b>
Enter Customer feedback / Response to products / Services provided
<b>21. The extent to which objectives and targets have been met</b>
Enter The extent to which objectives and targets have been met
<b>22. The status of incident investigation, preventive and corrective actions</b>
Enter The status of incident investigation, preventive and corrective actions
<b>23. Recommendations for improvement</b>
Enter Recommendations for improvement
<b>24. Process performance / Product performance</b>
Enter Process performance / Product performance
<b>25. Key performance indicators (KPIs)</b>
Enter Key performance Indicators (KPIs)
<b>26. Changes affecting the management system.</b>
Enter Changes affecting the management system.

<b>27. Planning - upcoming projects, status of ongoing projects and their effect on the management system.</b>
Enter Planning - upcoming projects, status of ongoing projects and their effect on the management system.
<b>28. Adequacy of resources</b>
Enter Adequacy of resources
<b>29. Risks and opportunities / Results of FMEA</b>
Enter Risks and opportunities / Results of FMEA
<b>30. Cost of poor quality</b>
Enter Cost of poor quality
<b>31. Measures of process effectiveness</b>
Enter Measures of process effectiveness
<b>32. Measures of process efficiency</b>
Enter Measures of process efficiency
<b>33. Product conformance</b>
Enter Product conformance
<b>34. Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable</b>
Enter Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
<b>35. Customer satisfaction</b>
Enter Customer satisfaction
<b>36. Review or performance against maintenance objectives</b>
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Enter Measures of process efficiency
<b>33. Product conformance</b>
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<b>35. Customer satisfaction</b>
Enter Customer satisfaction
<b>36. Review or performance against maintenance objectives</b>
Enter Review or performance against maintenance objectives

<b>37. Warranty performance, where applicable</b>
<input type="text" value="Enter Warranty performance, where applicable"/>
<b>38. Field failures (potential and actual) and their impact on safety or the environment.</b>
<input type="text" value="Enter Field failures (potential and actual) and their impact on safety or the environment."/>
<b>39. Overall system effectiveness</b>
<input type="text" value="Enter Overall system effectiveness"/>
<b>40. Adequacy of the entire system</b>
<input type="text" value="Enter Adequacy of the entire system"/>
<b>41. Announcement of next meeting date</b>
<input type="text" value="Enter Announcement of next meeting date"/>
<b>40. Adequacy of the entire system</b>
<input type="text" value="Enter Adequacy of the entire system"/>
<b>41. Announcement of next meeting date</b>
<input type="text" value="Enter Announcement of next meeting date"/>
<b>42. Demo for final test</b>
<input type="text" value="Enter Demo for final test"/>

Submit

## Editing Section E: Outputs And Summary

1. Click on 'Section E: Outputs and Summary' at the inprocess status dashboard.
2. The section E: outputs and summary will open showing all the entries.
3. Edit the section E: outputs and summary.
4. Click 'Add Row' to add a new row in the 'Outputs and Summary' section in case more than one outputs and summary have added in the minutes of meeting.
5. Click 'Delete Last Row' to delete the last row, as required. The row and contents will be deleted.
6. Click to 'Submit'.

<< Go To Dashboard

### Minutes of Meeting

INPROCESS FORMS STATUS

Show 10 entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	

<< Go To Dashboard

<< Back

### Minutes of Meeting

#### Section E: Outputs and Summary

S.No.	Outputs and Summary
1	All done

Add Row
Delete Last Row

Submit

## Editing Section F: Approval of Minutes

1. Click on 'Section F: Approval of Minutes' at the inprocess status dashboard.
2. The section F: approval of minutes will open showing all the entries.
3. Edit the minutes of meeting, as necessary.

[<< Go To Dashboard](#)

### Minutes of Meeting

INPROCESS FORMS STATUS

Show  entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)J12/INVITATION/016/01/2024/SD	(TCM)J12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan				<a href="#">Edit Section D: Discussion on Agenda Items</a> <a href="#">Edit Section E: Outputs and Summary</a> <a href="#">Edit Section F: Approval of Minutes</a>	Not Eligible	

[<< Go To Dashboard](#)  
[<< Back](#)

### Minutes of Meeting

#### Section F: Approval of Minutes

##### F1 - Preparation and Approval

Confirmation of Preparation and Approval				
	Name	Position	Date	Signature
Approved By Chairman	<input type="text" value="Mohit Gupta"/>	<input type="text" value="TC - Management"/>	<input type="text" value="12-01-2024"/>	 <input type="text" value="Signature"/> <input type="button" value="Clear"/>
Prepared By Secretary	<input type="text" value="Sanjay Dewan"/>	<input type="text" value="TC - Collections Operations"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/> <input type="text" value="Signature"/>
Prepared By Organizer	<input type="text" value="Vineet Agrawal"/>	<input type="text" value="TC - Billing"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/> <input type="text" value="Signature"/>

##### F2 - Confirmation by Internal Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees
1	Prabuddh Agrawal	PA001	<input type="text" value="12-01-2024"/>	 <input type="text" value="Signature"/> <input type="button" value="Clear"/>
2	Sonu Chaurasia	SC002	<input type="text" value="12-01-2024"/>	 <input type="text" value="Signature"/> <input type="button" value="Clear"/>

##### F3 - Confirmation by External Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees
1	Amit	Jr. Developer	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/> <input type="text" value="Signature"/>
2	Shaha	Jr. Tester	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/> <input type="text" value="Signature"/>

[Submit](#)  
[Send email for signature approval](#)

4. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
5. Update the relevant details and click 'Submit.'
6. Click on 'Send email for signature approval' by email.

Paperless Management System Signature Pad

Approved By Chairman

Prepared By Secretary

Sanjay Dewan      TC - Collections Operations      dd-mm-yyyy

Prepared By Organizer

Vinjet Agrawal      TC - Billing      dd-mm-yyyy

Signature

Signature

F2 - Confirmation by Internal Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees
1	Prabuddh Agrawal	PA001	12-01-2024	 <input type="button" value="Signature"/> <input type="button" value="Clear"/>
2	Sonu Chaurasia	SC002	12-01-2024	 <input type="button" value="Signature"/> <input type="button" value="Clear"/>

F3 - Confirmation by External Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees
1	Amit	Jr. Developer	dd-mm-yyyy	<input type="text"/> <input type="button" value="Signature"/>
2	Shaha	Jr. Tester	dd mm-yyyy	<input type="text"/> <input type="button" value="Signature"/>

## Sending E-mail for Signature Approval

1. Here you can send the email for Signature approval as per your choice.
2. Select sender name from the drop-down menu.
3. Write your comment for approver here.
4. Select type of approver from the drop-down menu as required.
5. Select / checkbox the minutes of meeting approvers here.
6. Click on 'OK' for sending the mail to selected approvers.
7. An alert box will show up then click 'OK'.
8. By clicking on 'Cancel' you can cancel the approval.

The screenshot displays the 'Paperless Management System states' interface. On the left, a table lists attendees with columns for 'S.No.' and 'Name of Attendees'. The table contains two rows: one for 'Amit' (S.No. 1) and one for 'Shaha' (S.No. 2). Below the table are 'Submit' and 'Send email for signature approval' buttons. The 'Send email for signature approval' button is highlighted in blue. A modal dialog box is open over the table, titled 'Paperless Management System states'. It contains a dropdown menu for 'Sanjay Dewan (SD)', a text area for 'Enter your comments for approver', another dropdown for 'Select type of approver', and a list of approvers with checkboxes. The 'Select type of approver' dropdown is open, showing categories: Chairman, Secretary, Organizer, Internal Attendees, and External Attendees. Under 'External Attendees', a grid of names is displayed with checkboxes. The 'OK' button is highlighted in blue. To the right, a 'Signature of Attendees' section shows a table with columns for 'Signature' and 'Clear'. Below this, a confirmation message box is shown with the text 'Email has been sent to selected approvers.' and an 'OK' button.

S.No.	Name of Attendees
1	Amit
2	Shaha

Buttons: Submit, Send email for signature approval

Modal Dialog: Paperless Management System states

Dropdown: Sanjay Dewan (SD)

Text: Enter your comments for approver

Dropdown: Select type of approver

Dropdown: Select type of approver

Chairman

Secretary

Organizer

Internal Attendees

External Attendees

Abhishek Kumar, Balaji Thakur, Bhabani Shankar Sutar, Gautam Mitra

Gopal Jhamtani, Harihar Das, Harsh Ranbar, Manish Sharma

Mohit Gupta, Naveen Siddarth, Nihar Dagi, Paritosh Das

Prabakar Verma, Prabodh Agrawal, Pramod Yadav, Prashant Bhatt

Puja Vachher, Roshan Dayma, Sanjay Dewan, Shah Krunal Devendrakumar

Shibu Benthil Kumar, Shruti Handa, Sonu Chauhan, Sudip Banerjee

Sundeep P Bhanthali, Udit Chharia, Vineet Agrawal

Buttons: OK, Cancel

Signature of Attendees

Buttons: Signature, Clear

Confirmation: Email has been sent to selected approvers.

Button: OK

## Request Approval for Signature E-mail

1. The approver will receive a new mail for approving the minutes of meeting online without logging in to the application.
2. Click on 'Give Approval' for approving the minutes of meeting.



### Section A: Details of Meeting

Ref No. (TCM)J12/INVITATION/016/01/2024/SD

Report No. (TCM)J12/MOM/016/01/2024/SD

Name of Organization	Milton	Address of Organization	Noida
Category of Meeting	Planning Meeting	Date of Meeting	12-01-2024
Online Meeting Link / Venue of Meeting	Xyz2440887qwer	Time of Meeting	12:54

### Section B - Invitation for Attendance

#### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman	Mohit Gupta	TC - Management	<a href="mailto:qshsecron@gmail.com">qshsecron@gmail.com</a>
2	Secretary	Sanjay Dewan	TC - Collections Operations	<a href="mailto:qshseriskconsultants@gmail.com">qshseriskconsultants@gmail.com</a>
3	Organizer	Vineet Agrawal	TC - Billing	<a href="mailto:paperlessqshse@gmail.com">paperlessqshse@gmail.com</a>

#### Section B2 - Internal Attendees

S.No.	List	Name	Employee Code	Email Id
1	Int Attendee1	Prabuddh Agrawal	PA001	<a href="mailto:salesqsherc@gmail.com">salesqsherc@gmail.com</a>
2	Int Attendee2	Sonu Chaurasia	SC002	<a href="mailto:qshse1@gmail.com">qshse1@gmail.com</a>

#### Section B3 - External Attendees

S.No.	List	Name	Position	Email Id
1	Ext Attendee1	Amit	Jr. Developer	<a href="mailto:gatepasslive@gmail.com">gatepasslive@gmail.com</a>
2	Ext Attendee2	Shaha	Jr. Tester	<a href="mailto:gatepassmanager@gmail.com">gatepassmanager@gmail.com</a>

Please come prepared to discuss the agenda items mentioned under section C

### Section C: Agenda Items

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
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6	Results of product audits
7	Results of 2nd party audits
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**Section D: Discussion on Agenda Items**

<b>1. Follow up actions from earlier management reviews</b>
<b>2. Management / Departmental responsibility and Organization chart</b>
<b>3. Effectiveness of quality policy and objectives</b>
<b>4. Results of internal audits</b>
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41. Announcement of next meeting date
42. Demo for final test

**Section E: Outputs and Summary**

S.No.	Outputs and Summary

**Section F: Approval of Minutes**

**F1 - Preparation and Approval**

Confirmation of Preparation and Approval				
	Name	Position	Date	Signature
Approved By Chairman	Mohit Gupta	TC - Management		
Prepared By Secretary	Sanjay Dewan	TC - Collections Operations		
Prepared By Organizer	Vineet Agrawal	TC - Billing		

F2 - Confirmation by Internal Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees
1	Prabuddh Agrawal	PA001		
2	Sonu Chaurasia	SC002		

F3 - Confirmation by External Attendees

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees
1	Amit	Jr. Developer		
2	Shaha	Jr. Tester		

Give Approval

Please login to access it [Login](#)

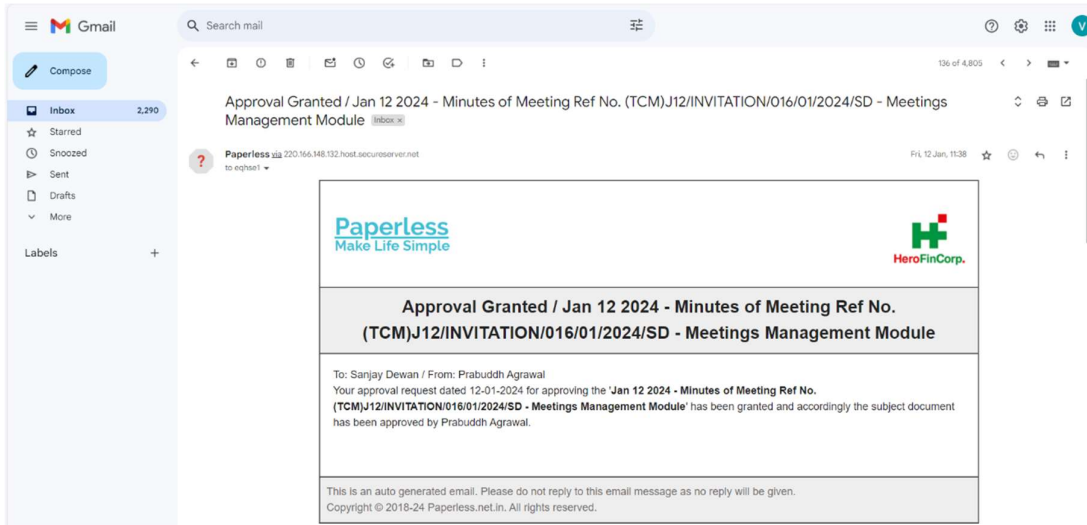
For any clarifications please write to TC Communications at [tcops\\_communications@herofincorp.com](mailto:tcops_communications@herofincorp.com) or call at [9599949106](tel:9599949106) / [8929178054](tel:8929178054)

Best Regards,  
Paperless Management System



## Minutes of Meeting Approval Granted Email

1. The minutes of meeting approval email will be received by the requestor and all approver(s) indicating that the specific approver has approved the minutes of meeting.



Please login to access it [Login](#)

For any clarifications please write to TC Communications at [tcops-communications@herofincorp.com](mailto:tcops-communications@herofincorp.com) or call at 9589949109 / 8929178054

Best Regards,

Paperless Management System



## Publishing the Minutes of Meeting

1. Click on 'Publish (🔊)' at the dashboard to publish minutes of meeting.
2. Please remember that once you publish the minutes of meeting no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'OK' again if you finally agree to publish the minutes of meeting.
5. By clicking on 'Cancel' you can cancel to publish minutes of meeting.

Paperless Management System states

Do you really want to publish this Minutes of Meeting, Ref No: (TCM)PMS/INVITATION/015/01/2024/SD? as you would not be able to edit it after publishing?

S. No.	Ref No.	Report No.	Date	Time	Author	Status	Actions	Published	Condemned
1	(TCM)I12/INVITATION/016/01/2024/SD	(TCM)I12/MOM/06/01/2024/SD	11:00:06				Discussion on Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	🗑️
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/05/01/2024/SD	09-01-2024 18:35:27		Sanjay Dewan	05-02-2024 14:35:13	Sanjay Dewan	🔊	🗑️
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/03/12/2023/SD	22-12-2023 14:02:16		Sanjay Dewan			👁️	🗑️
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/02/12/2023/SD	21-12-2023 17:43:50		Sanjay Dewan			👁️	🗑️

Paperless Management System states

You agree to publish this Minutes of Meeting, Ref No: (TCM)PMS/INVITATION/015/01/2024/SD?

S. No.	Ref No.	Report No.	Date	Time	Author	Status	Actions	Published	Condemned
1	(TCM)I12/INVITATION/016/01/2024/SD	(TCM)I12/MOM/06/01/2024/SD	12-01-2024 11:00:06		Sanjay Dewan			👁️	🗑️
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/05/01/2024/SD	09-01-2024 18:35:27		Sanjay Dewan	05-02-2024 14:35:13	Sanjay Dewan	🔊	🗑️
3	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/03/12/2023/SD	22-12-2023 14:02:16		Sanjay Dewan			👁️	🗑️
4	(TCM)CTP/INVITATION/012/12/2023/SD	(TCM)CTP/MOM/02/12/2023/SD	21-12-2023 17:43:50		Sanjay Dewan			👁️	🗑️

## Sending E-mail for the Published MoM

1. Once you submit the document / form for publishing a new page will open up. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. Click on 'Send Email'.
4. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
5. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Dashboard' to go back to the main dashboard.
8. Click on 'Go to Completed Section' to go back to the completed module dashboard.

Minutes of Meeting has been published successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

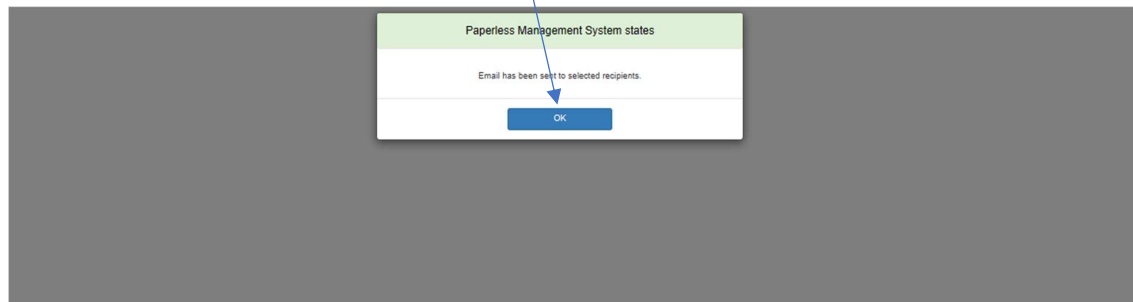
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhamani	<input type="checkbox"/> Harish Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Naveen Soddarth	<input type="checkbox"/> Nihar Dagi	<input type="checkbox"/> Parvath Das
<input type="checkbox"/> Prathakar Verma	<input type="checkbox"/> Praveesh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Pujan Vachher	<input type="checkbox"/> Rajan Dajma	<input type="checkbox"/> Sanjay Devan	<input type="checkbox"/> Shah-Kunal Devendrakumar
<input type="checkbox"/> Shibu Senthil Kumar	<input type="checkbox"/> Shruiti Konde	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sundeeep P Bhansali	<input type="checkbox"/> Udit Chandra	<input type="checkbox"/> Vineet Agrawal	


Send Mail

Go To Dashboard

Go to Completed Section



## Completed Status Dashboard - Minutes of Meeting

1. Here you can view all completed minutes of meeting.
2. Click the number shown under 'Completed' and go to the completed status dashboard.
3. You can search here any completed minutes of meeting.
4. You can archive any minutes of meeting attendance by clicking on .

### Meetings Management - Minutes of Meeting

S.No.	New	Inprocess	Completed	Condemned	Archived
1		7	4	3	2

<< Back

<< Go To Dashboard

### Minutes of Meeting

#### COMPLETED STATUS

Show 10 entries

Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)9M/INVITATION/020/01/2024/	(TCM)9M/MOM/020/01/2024/	16-01-2024 07:10:53		16-01-2024 07:24:25	Pramod Yadav	16-01-2024 07:24:57	Pramod Yadav		
2	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan	05-02-2024 14:35:13	Sanjay Dewan	05-02-2024 16:01:26	Sanjay Dewan		
3	(TCM)PDBM/INVITATION/014/01/2024/SD	(TCM)PDBM/MOM/014/01/2024/SD	08-01-2024 16:33:59	Sanjay Dewan	08-01-2024 16:55:23	Sanjay Dewan	08-01-2024 16:56:12	Sanjay Dewan		
4	(TCM)OEM2-VY/INVITATION/004/12/2023/RD	(TCM)OEM2-VY/MOM/004/12/2023/RD	19-12-2023 18:13:56	Roshan Dayma			19-12-2023 18:33:43	Roshan Dayma		

Showing 1 to 4 of 4 entries

Previous 1 Next

5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
7. Again, you will see the alert box of 'Successfully Archived'.
8. Then you will see 'Go to Archived Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archived Section', you will directly go to the archived minutes of meeting in the Archive Module.
10. By clicking the button 'Go to Completed Section', you will go to the completed status dashboard.

The screenshot shows the 'Paperless Management System states' alert box. The message asks: 'Do you really want to archive this Minutes of Meeting, Ref No: (TCM)OEM2-VY/INVITATION/004/12/2023/RD?'. There are two buttons: 'OK' and 'Cancel'. A blue arrow points from the 'OK' button in the alert box to the 'OK' button in the screenshot above.

The background interface shows the 'Minutes of Meeting' section with a 'COMPLETED STATUS' filter. A table lists meeting entries:



S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)9M/INVITATION/020/01/2024/	(TCM)9M/MOM/020/01/2024/	16-01-2024 07:10:53		16-01-2024 07:24:25	Pramod Yadav	16-01-2024 07:24:57	Pramod Yadav		
2	(TCM)PDBM/INVITATION/014/01/2024/SD	(TCM)PDBM/MOM/014/01/2024/SD	08-01-2024 16:33:59	Sanjay Dewan	08-01-2024 16:55:23	Sanjay Dewan	08-01-2024 16:56:12	Sanjay Dewan		
3	(TCM)OEM2-VY/INVITATION/004/12/2023/RD	(TCM)OEM2-VY/MOM/004/12/2023/RD	19-12-2023 18:13:56	Roshan Dayma			19-12-2023 18:33:43	Roshan Dayma		

Showing 1 to 3 of 3 entries

The screenshot below shows the 'Successfully Archived' alert box with the message: 'Minutes of Meeting has been archived successfully'. It contains two buttons: 'Go to Archives Section' and 'Go to Completed Section'. Blue arrows point from these buttons to the corresponding buttons in the screenshot above.



## Condemn any Minutes of Meeting





1. Click on 'Condemn  at the minutes of meeting dashboard.
2. You can condemn the minutes of meeting, as appropriate by clicking on .
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' if you want to cancel the action.

<< Go To Dashboard!

### Minutes of Meeting

INPROCESS FORMS STATUS

Show  entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCMJ)12/INVITATION/016/01/2024/SD	(TCMJ)12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
2	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	





<< Go To Dashboard!

Paperless Management System states

Do you really want to condemn this Minutes of Meeting, Ref No: (TCMJ)12/INVITATION/016/01/2024/SD?

OK
Cancel

Show  entries
Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCMJ)12/INVITATION/016/01/2024/SD	(TCMJ)12/MOM/016/01/2024/SD	12-01-2024 11:00:06	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	
2	(TCM)GFA/INVITATION/013/12/2023/SD	(TCM)GFA/MOM/013/12/2023/SD	22-12-2023 14:02:16	Sanjay Dewan				Edit Section D: Discussion on Agenda Items Edit Section E: Outputs and Summary Edit Section F: Approval of Minutes	Not Eligible	

5. A message will show up with successfully condemned message.
6. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Dashboard, you will directly go to the minutes of meeting Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned status dashboard.

**Minutes of Meeting has been condemned successfully.**

---




Go To Dashboard



Go to Condemned Section

## Condemned Dashboard – Minutes of Meeting

1. Here you can view all condemned minutes of meeting.
2. Click the number shown under 'Condemned' and go to the condemned status dashboard.
3. You can search here any condemned minutes of meeting.
4. You can view any minutes of meeting by clicking on .
5. Click on 'Go to Dashboard' to go back to the minutes of meeting dashboard.
6. Click on 'Back' to go back to the previous page.




**Meetings Management - Minutes of Meeting**

S.No.	New	Inprocess	Completed	Condemned	Archived
1		7	4	3	2

**Minutes of Meeting**

CONDEMNED STATUS

Showing 1 to 3 of 3 entries Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Condemned Date	Condemned By	View
1	(TCM)TM/INVITATION/008/12/2023/SD	(TCM)TM/MOM/008/12/2023/SD	21-12-2023 11:41:23	Sanjay Dewan			05-02-2024 10:59:03	Sanjay Dewan	
2	(TCM)DM4-PA/INVITATION/005/12/2023/RD	(TCM)DM4-PA/MOM/05/12/2023/RD	19-12-2023 18:51:46	Roshan Dayma	19-12-2023 18:59:08	Roshan Dayma	05-02-2024 10:56:21	Sanjay Dewan	
3	(TCM)OEM2-VY/INVITATION/003/12/2023/RD	(TCM)OEM2-VY/MOM/003/12/2023/RD	19-12-2023 18:13:55	Roshan Dayma			19-12-2023 18:26:49	Roshan Dayma	

Showing 1 to 3 of 3 entries Previous  Next

[<< Back](#)

### Jan 12 2024 - Minutes of Meeting

**Dear Colleague,**

I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.

Best Regards

**Sanjay Dewan**

Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)J12/INVITATION/016/01/2024/SD

Report No. (TCM)J12/MOM/016/01/2024/SD

<b>Name of Organization</b>	Milton	<b>Address of Organization</b>	Noida
<b>Category of Meeting</b>	Planning Meeting	<b>Date of Meeting</b>	12-01-2024
<b>Online Meeting Link / Venue of Meeting</b>	Xyz2440887qwer	<b>Time of Meeting</b>	12:54

#### Section B - Invitation for Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman	Mohit Gupta	TC - Management	qhsecron@gmail.com
2	Secretary	Sanjay Dewan	TC - Collections Operations	qhseriskconsultants@gmail.com
3	Organizer	Vineet Agrawal	TC - Billing	paperlessqhse@gmail.com

**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Prabuddh Agrawal	PA001	salesqhserc@gmail.com	Awaiting confirmation
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Awaiting confirmation

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Sonu Chaurasiya	Jr. Php developer	xyx@gmail.com	Awaiting confirmation

Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
8	Status of corrective actions
9	Review of environmental aspects and impacts
10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
15	Changes in any external issues related to system
16	Result of drills conducted and their effectiveness
17	The quality performance of the organization
18	The environmental performance of the organization
19	The OH&S performance of the organization
20	Customer feedback / Response to products / Services provided
21	The extent to which objectives and targets have been met
22	The status of incident investigation, preventive and corrective actions
23	Recommendations for improvement
24	Process performance / Product performance
25	Key performance indicators (KPI's)
26	Changes affecting the management system.

27	Planning – upcoming projects, status of ongoing projects and their effect on the management system.
28	Adequacy of resources
29	Risks and opportunities / Results of FMEA
30	Cost of poor quality
31	Measures of process effectiveness
32	Measures of process efficiency
33	Product conformance
34	Assessments of manufacturing feasibility made for changes to existing operations and for new facilities or new product, if applicable
35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

**Section D: Discussion on Agenda Items**


1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
6	Results of product audits
7	Results of 2nd party audits
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10	Review of compliance obligations, legal & other requirements including changing circumstances and developments in legal and other requirements
11	Regulatory agency response to the status of environmental issues
12	Results of participation and consultations

13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
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40	Adequacy of the entire system
41	Announcement of next meeting date

<b>S.No.</b>	<b>Outputs and Summary</b>

**Section F: Approval of Minutes**

**F1 - Preparation and Approval**

Confirmation of Preparation and Approval				
	Name	Position	Date	Signature
<b>Approved By Chairman</b>				
<b>Prepared By Secretary</b>				
<b>Prepared By Organizer</b>	Vikrant Yadav	Sr. Php developer	05-02-2024	


**F2 - Confirmation by Internal Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees

**F3 - Confirmation by External Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees

## Archived Status Dashboard - Minutes of Meeting

1. Here you can view all archived minutes of meeting.
2. Click the number shown under 'Archived' and you will go to the archived dashboard.
3. You can search here any archived status minutes of meeting.
4. You can view any minutes of meeting by clicking on .
5. Click on 'Back' to go back to the previous page.

### Meetings Management - Minutes of Meeting

S.No.	New	Inprocess	Completed	Condemned	Archived
1		7	4	3	2


[<< Go To Dashboard](#)

### Minutes of Meeting

#### ARCHIVED STATUS

Show  entries

Search:

S. No.	Ref No.	Report No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)PMS/INVITATION/015/01/2024/SD	(TCM)PMS/MOM/015/01/2024/SD	09-01-2024 18:35:27	Sanjay Dewan	05-02-2024 14:35:13	Sanjay Dewan	05-02-2024 16:01:26	Sanjay Dewan	05-02-2024 16:16:43	Sanjay Dewan	
2	(TCM)TM(J2/INVITATION/018/01/2024/SD	(TCM)TM(J2/MOM/018/01/2024/SD	13-01-2024 18:24:01	Sanjay Dewan	13-01-2024 18:36:11	Sanjay Dewan	13-01-2024 18:37:09	Sanjay Dewan	13-01-2024 18:55:34	Sanjay Dewan	
3	(TCM)OIM1-SC/INVITATION/001/12/2023/RD	(TCM)OIM1-SC/MOM/001/12/2023/RD	19-12-2023 18:02:59	Roshan Dayma			19-12-2023 18:39:56	Roshan Dayma	19-12-2023 18:40:27	Roshan Dayma	

Showing 1 to 3 of 3 entries

Previous  Next

[<< Back](#)

### Archive - Paperless Management system - Minutes of Meeting

**Dear Colleague,**

I am sending you an invitation to attend the meeting which I am scheduling now. Please go thru the contents and send me your acknowledgement by clicking on the buttons at the end of the message and I will be updated instantly regarding your status.

Best Regards

**Sanjay Dewan**

Secretary for Management Review Meeting, on behalf of the Chairman.

#### Section A: Details of Meeting

Ref No. (TCM)PMS/INVITATION/015/01/2024/SD

Report No. (TCM)PMS/MOM/015/01/2024/SD

Name of Organization	QHSE	Address of Organization	Delhi
Category of Meeting	Problem Solving Meeting	Date of Meeting	09-01-2024
Online Meeting Link / Venue of Meeting	Delhi	Time of Meeting	18:32

#### Section B - Invitation for Attendance

##### Section B1 - Details of Chairman, Secretary or Organizer

S.No.	List	Name	Position	Email Id
1	Chairman			
2	Secretary			
3	Organizer	Vikrant Yadav	Sr. Php developer	abc@gmail.com



**Section B2 – Internal Attendees**

S.No.	List	Name	Employee Code	Email Id	Status
1	Int Attendee1	Prabuddh Agrawal	PA001	salesqhserc@gmail.com	Awaiting confirmation
2	Int Attendee2	Sonu Chaurasia	SC002	eqhse1@gmail.com	Awaiting confirmation

**Section B3 – External Attendees**

S.No.	List	Name	Position	Email Id	Status
1	Ext Attendee1	Sonu Chaurasiya	Jr. Php developer	xyx@gmail.com	Awaiting confirmation

Please come prepared to discuss the agenda items mentioned under section C

**Section C: Agenda Items**

1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
5	Results of manufacturing process audits
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8	Status of corrective actions
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12	Results of participation and consultations
13	Communication from external interested parties including complaints
14	Changes in any internal issues related to the system
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16	Result of drills conducted and their effectiveness
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35	Customer satisfaction
36	Review or performance against maintenance objectives
37	Warranty performance, where applicable
38	Field failures (potential and actual) and their impact on safety or the environment.
39	Overall system effectiveness
40	Adequacy of the entire system
41	Announcement of next meeting date

**Section D: Discussion on Agenda Items**


1	Follow up actions from earlier management reviews
2	Management / Departmental responsibility and Organization chart
3	Effectiveness of quality policy and objectives
4	Results of internal audits
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41	Announcement of next meeting date

<b>S.No.</b>	<b>Outputs and Summary</b>

**Section F: Approval of Minutes**

**F1 - Preparation and Approval**

Confirmation of Preparation and Approval				
	Name	Position	Date	Signature
<b>Approved By Chairman</b>				
<b>Prepared By Secretary</b>				
<b>Prepared By Organizer</b>	Vikrant Yadav	Sr. Php developer	05-02-2024	

**F2 - Confirmation by Internal Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Employee Code of Attendees	Date	Signature of Attendees

**F3 - Confirmation by External Attendees**

Confirmation of Attendees				
S.No.	Name of Attendees	Position of Attendees	Date	Signature of Attendees