**MOM of meeting on 19-06-2018**

* Notification on any impacted changes with any policy or activity is to be conveyed to the employees.
* Standard training policy is to be finalizes on next core PIG meeting.
* TNI(Training Need Identification ) is to be finalized.
* Skill matrix is to be completed by 20th of July.
* Training calendar is be finalized based on inputs from

1. Existing training details

2. SEPG

3.BU Heads

4.Skill Matrix

5. Performance Appraisal

* News Letter to be finalized by July 15.
* Quarterly mail by PIG team for Feedback and suggestion for Process improvement and News Letter.
* Work on Next meeting with Extended Team-
  + Status Review of Assigned work
  + New assignment allocation