

Employee Name	Date of Meeting
Present at Meeting	

Significant Employee:	issues raised by
1. Mr. A. K. Singh	1. Lack of transparency in recruitment process
2. Mr. B. K. Singh	2. Inadequate training and development programs
3. Mr. C. K. Singh	3. Poor communication and coordination between departments
4. Mr. D. K. Singh	4. Inconsistent implementation of policies and procedures
5. Mr. E. K. Singh	5. Lack of employee engagement and motivation
6. Mr. F. K. Singh	6. Inadequate infrastructure and facilities
7. Mr. G. K. Singh	7. Poor time management and scheduling
8. Mr. H. K. Singh	8. Inconsistent performance evaluation and feedback
9. Mr. I. K. Singh	9. Lack of innovation and creativity
10. Mr. J. K. Singh	10. Inadequate budgeting and financial management

() Decision-Making Leave
() Termination
() Other: Describe

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