## (MOM) Policy wrt minutes of operational meetings

All key discussions and decisions at all operational meetings (involving 4 or more attendees) shall be minuted and circulated to all participants + any other relevant person.

Circulation of minutes should be completed no later than 2 working days from the date of the meeting and if any recipients have any suggestions/changes, same should be communicated back to the 'Minutes Preparer' within 24 hours of circulation, failing which the minutes shall be taken as being final.

The responsibility for preparation, circulation and finalization of minutes would follow the following priority order (based on presence at meeting):

1. Project Architect (or any direct report)
2. Project Engineer (or any direct report)
3. Project Director / Project Manager (or any direct report)
4. Project Procurement Lead (or any direct report)

In case none of the aforesaid are present at the meeting, the senior most Lodha representative (by level) shall be responsible for the preparation and circulation of minutes.

The above responsibility can be fulfilled by doing it himself/herself or by coordinating with someone else to get it done, as long as some is in adherence with time limits.