



Minutes of Meeting - MRM

Doc Number: ISMS-MOM-1
Version: 1
Date: 13.04.2026
Department Internal

MRM Number: 1

MRM Date: 11-04-2026

Members: 6

Members	Present / Absent	Nominee in case of Absence
Venu Gopal Oguri	Present	
Mounika Anga	Present	
Shireen Shaik	Present	
Leela Krishna Maram	Present	
Sneha Muniganti	Present	
Venkat Reddy Telluri	Present	



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Sl. No.	Action Item	Responsibility	Target Date	Status
1.	Implement MFA (Multi-Factor Authentication) for all employees for Microsoft Teams and Outlook logins .	Leela Krishna	11-04-2026	Completed
2.	Implement data masking for mobile numbers and email addresses while storing and retrieving data .	Mounika	18-04-2026	Under Implementation
3.	Disable USB access on company laptops to prevent unauthorized data transfer.	Mounika	13-04-2026	Completed
4.	Implement Data Loss Prevention (DLP) policies using Microsoft Admin, based on defined keywords.	Leela Krishna	13-04-2026	Under Implementation

Signature

Copy to all Participants of Management Review Meeting.