**MINUTES OF MEETING**

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| **Project Name** | **Fertilizer Nagar School -Educational ERP (GEIMS)** |
| **Date** | 19th October 2022 |

**Mode: Offline**

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| **Minutes By: Bhandavi Matta** |
| **Attendees: Mr. Kaushik Bhatt, Mr. Ashwin Panchal from FN School and**  **Bhandavi Matta from GSSPL** |

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| **Agenda:** | |
| 1. | Discussion about working of different modules in Fertilizer Nagar School -Educational ERP(GEIMS). |

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| **Sr. No.** | **Point Discussed** | **Action to Be Taken** | **Responsible Person** | **Remarks** |
| 1 | Student Registration | 1.Registration of new Student  2.Changing details of selected student | GSSPL |  |
| 2 | Student Reports | Checking of student reports. | GSSPL |  |
| 3 | Fees Module | Need to check implementation of Fees Module. | GSSPL |  |
| 4 | Fees Collection | Need to check implementation of Fees Collection. | GSSPL |  |
| 5 | Pay slip Generation | Implementation of a leave for every 1 hour late in a month.  If an employee is late by 1 hour (either coming late or going early) within a month, then he/she need to apply leave.  Need to check the possibility of implementation. | GSSPL |  |
| 6 | Employee Profile | Other options like Retired, Expired, Terminated, Suspended and other in employee profile form.  Fields to be added for options in Employee profile form. | GSSPL |  |
| 7 | Finance module | Checking of finance module. | GSSPL |  |
| 8 | All Modules | Checking of all modules.  Need to test all modules. | GSSPL |  |
| 9 | Fees Reconciliation and Bank Reconciliation | Need to implement Bank Reconciliation and Fees Reconciliation modules. | GSSPL |  |
| 10 | Employee Registration | Checking of new employee registration, edit the details of an employee. | GSSPL |  |

Need to give ‘GoLive’ date