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**Eltizam MOM – Design review, SRS queries**

Eltizam

Client Name

NeoSOFT is a SEI-CMMI Level-5 Global IT Consulting & Software Solutions Provider

**10th Aug,** 2023

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| **Meeting Date, Time, and Attendee Details** | |
| **Date** | 10th Aug 2023 |
| **Venue** | MS Teams |
| **Time** | 04.00 PM – 04.45 PM IST |
| **Meeting Type** | Project status discussions – Design phase, SRS Queries |
| **Internal Attendees** | * YallaReddy * Nikhita * Aditya |
| **Client Attendees** | * Karuna Pawar |
| **MOM Prepared By** | * YallaReddy |

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| **Details of Meeting** | |
| **Sr. No.** | **Description** |
| 1 | Showed latest feedback changes to Karuna and confirmed to go next level approval. |
| 2 | Discussed entire project flow for Evaluation Request process and confirmed that all are on same page. |
| 3 | Figma URL  <https://www.figma.com/file/XWYl9trSHWtPdOCUUsqbYj/EltizamWebAdminApp?type=design&node-id=100-26750&mode=design> |
| 4 | Super Admin - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=100%3A26750&type=design&node-id=188-3750&viewport=1427%2C-875%2C0.23&t=mQOsCXjQdl6SPxbw-1&scaling=scale-down-width&starting-point-node-id=188%3A3750&mode=design> |
| 5 | Requestor - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=590%3A15981&type=design&node-id=939-85811&viewport=3273%2C-1193%2C0.46&t=gg0IOC4fRDaadAX8-1&scaling=contain&starting-point-node-id=645%3A39637> |
| 6 | Valuer - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=918%3A21571&type=design&node-id=918-63744&viewport=1458%2C314%2C0.2&t=IznqtEJ3bFjznZrM-1&scaling=scale-down-width&starting-point-node-id=918%3A21573> |
| 7 | Approver - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=746%3A19728&type=design&node-id=1126-40230&viewport=1260%2C-1835%2C0.15&t=m6N9hQaEJiJloeDG-1&scaling=scale-down-width&starting-point-node-id=1194%3A36064> |
| 8 | Discussed regarding Payment flow for Requestor role, then discussion on Internal, External Request flow. |

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| **Actionable** | | | | | |
| **Sr. No.** | **Action Item** | **Assigned to** | **Assigned Date** | **Expected Completion Date** | **Status** |
| 1 | Feedback on submitted design pages from Eltizam team. | Karuna & Team | 8/10/2023 | 8/16/2023 | Pending |
| 2 | We need to finalize all calculation related things & open items by next week without miss. Or else, designer will be idle. | Karuna & Team | 8/1/2023 | 8/16/2023 | Pending |
| 3 | Freeze the requirements on all open items to make sure things goes well. | Karuna & Team | 8/1/2023 | 8/16/2023 | Pending |