

Minute Of Meeting

Date: 15th March 2023

- Project/Meet Name** : Velankanni Groups Project Client Demo-II on Development Progress.
- Host & Attendees** : Soniya(Client), Indhu, Paramesh, Rajesh Kumar, Deepika & Pradip.
- Agenda with Time** : Velankanni Groups Project Client Demo-II on Development Progress @4PM.
- Agenda Items** : Inputs and feedback given by Client has been captured as Minutes of Meeting.

MoM with Client Representative (Soniya)

1) **Entity wise Employee ID generation:** Auto generation of Employee ID based on entity, and for Admin, Client wants prefix and auto generation of employee ID, Client Soniya is going to check on reporting part for Admin, initially it was told to us that Manager & HR holds 2 entities.

Client Soniya is also going to check on roles and sub-roles.

As per discussion with Client on 8th/Mar, we have been asked to create only 3 roles, Super Admin, Admin and Employees

- Super Admin are Master Role only one owner,
- Company Admins are Admin Role like, Manager, HR and Reporting Officers, and
- Employee Roles will be for Employee, staffs, members, supervisor, etc.

2) **File Uploads in Employee Forms:** This is already done, for that we have enabled a description box. Client has asked all documents to be added from employee's should have description, we already have created description tab on employee form. Indhu suggests that under policy all the desired checklist is already available, need to crosscheck and finalize.

3) **Leave Policy based on Entity:** Accrued Leave part is pending----> Leave and matrix calculation (minus component), and carry forward to next month (subtraction part) has to be explored and developed → **This part is pending and need more time.**

4) **Internal Employee movement Options:** we need to implement and design the screen same as mentioned in User Story Page No 4, that will be done.

5) **Options to add new forms and fields:** This requires Form Builders for dynamic fields: - we need to explore the feasibility → **This part is pending and need more time.**

6) **Leave Report:** This has dependency over accrued leave, we assume it should not affect the leave report.

7) **Need option for Attendance Regularization:** If an employee missed to report his/her attendance then one pop-up should be raised or one tab should be enabled next to check-in tab as per Client we need to include master module for this feature for reason drop down.

Change Requests: - **This part is pending and need more time.**

- i) Import of holidays: - Need to develop,
- ii) Bulk Employee Imports: - We have this option, we need to check the feasibility for that,
- iii) Ticket Details: - Ticket for service within should be assigned to individuals and email-Id's.

Note: Removal of components from existing HRMS is been done after 8th/March recommendation.