**MINUTES OF THE MEETING BETWEEN MR.RAJESH KSHETRY & MR.TAMAL (ALPHAXINE)**

**DATE : 1ST September,2020 TIME: 10:15am**

**PLACE : SIGNET TOWER**

**TOPIC: SHAINE LEX SOFTWARE**

* Mr. Tamal Stated that 3 separate section has been created under HR Management , i.e, Client,Associate,Employee
* Attendance section has been improved as now while selecting the date range and name of a employee we can see the graph of the working hours of that particular employee
* Employees need to log in one time and log out while leaving the office premises
* Mr.Rajesh , enquired that whether the KYC of the employees can be added or not , in that respect Mr.Tamal clarified that while creating the employee we can do the KYC
* In Activity Section >we can check the overall activity of the employees and we can do the print out of the same if needed
* Manage Case> we can now search inputting any fields relating to client . ex- phone no etc, if any problem will arise they will solve the bug immediately.
* Manage Admin > we need few changes like there are many other fields in office we need to upload or keep record of those as well. Ex- meeting minutes, reminder, video etc . in this context Mr.Tamal stated that initial changes will be done
* Manage judgment >Upload Judgment> Add File No (new addition needed)
* Client KYC need to be added
* Copy right need to be done soon
* Mr.Tamal stated that while uploading any documents to the software we can upload on Google drive>New Page>Sign In>Log In. in this context he mpore stated that we can use Steps worth or IT Shaine Lex , there we may not share password will all in that case we can create it in every system and make it as remember me >in system
* Mr.Tamal further mentioned that once Mobile application is available Log In >Log out will be through finger punch
* HR Formats will be provided by Shaine Lex and the same will be uploaded to avoid
* Court hierarchy will be provided by today to Mr.tamal.
* Mr.Kshetry stated that all previous data need be deleted as well as the drive will also be cleaned.