**Agenda:**

Discussion on updates and enhancements to the HR Management System (HRMS) modules and data sheets.

**Discussion Points & Decisions:**

1. **Employee Master Sheet:**
   * Introduced standardized status options:
     + Active
     + On Leave
     + Resigned
     + Terminated
     + Police Case
     + Absconding
   * Added the following fields:
     + Date of Submission (for resignation)
     + Last Working Day
     + Visa Cancel Date
     + Exit Date
     + Grade Code
     + Driving License (Fixed field)
2. **Accommodation Details:**
   * Included under Employee Master as a subsection.
   * New Fields Added:
     + Accommodation Type:
       - Company Accommodation
       - Client Accommodation
       - Outside Company/Client
     + Location (Multi-entry)
     + Room Number
3. **HR Transaction Sheet:**
   * To maintain all employee-related status changes and history.
   * Cross-referenced with Employee Master for audit trail and tracking.
4. **Project Master Sheet:**
   * New Fields Added:
     + Project Code
     + Project Name
     + Project Type
     + Start Date
     + Due Date
     + Dynamic Project Locations (Multi-entry field)
5. **Other Enhancements:**
   * A new tab titled **"Other Details"** will be created to store additional multi-entry information.
   * Location field to support multiple values.
   * Driving License field marked as mandatory/fixed.

**Action Items:**

| **Action Item** | **Responsible Person** | **Deadline** |
| --- | --- | --- |
| Update Employee Master Sheet | [Name/Team] | [Due Date] |
| Modify Project Master Sheet | [Name/Team] | [Due Date] |
| Add “Other Details” Tab | [Name/Team] | [Due Date] |
| Implement new field validations | [Name/Team] | [Due Date] |