

Team 3

MoM week 1

Meeting Date: 13/1/25

Key Points Discussed:

1. Asset Management Requirements

- **Asset Categories:**
 - Laptops, storage drives, and other trackable office equipment.
 - Consumable assets to be recorded and managed as well.
- **Asset Tracking:**
 - Tracking of assets assigned to specific individuals and offices.
 - Different locations, such as Bhopal and Hoshangabad, to be managed.
 - Valuable assets must have detailed tracking mechanisms.
 - Permissions required for asset assignments.
- **New Asset Addition & Maintenance:**
 - The system must accommodate new asset registrations.
 - Maintenance records should be incorporated.

2. Accounting and Depreciation

- **Depreciation Calculation:**
 - Handled by the accounting team.
 - Flexibility for the accounting team to input depreciation rates and make modifications when necessary.
- **Accounting Integration:**
 - Reports must be generated accurately to meet accounting requirements.

3. User Management

- **User Creation:**
 - Users must be registered in the system to associate them with specific assets.
 - Historical data should be preserved and integrated during implementation.

4. System Implementation

- **Project Allocations:**
 - System must accommodate multi-location projects.
 - Assets can be allocated to projects and tracked accordingly.

Challenges5. Challenges and Previous Issues

- **Accounting Team Reports:**
 - Reports have not been meeting the needs of the accounting team.
- **Depreciation Rates:**
 - The team requires functionality to modify depreciation rates.
- **Multi-Location Project Needs:**
 - Project allocation functionality is currently lacking.

6. Introduction to Snipe-IT

- The client introduced us to **Snipe-IT**, an open-source asset management system.
- **Features of Snipe-IT:**
 - Designed for IT asset management with capabilities to track and manage assets effectively.
 - Includes features like asset assignment, asset history, and detailed reporting.
 - Supports multi-user environments, making it suitable for NGO needs with multiple locations and departments.
- **Potential Benefits:**
 - Eliminates the need for building a system from scratch, saving time and resources.
- **Drawbacks of Snipe-IT:**
 - Does not calculate depreciation accurately, which is a critical requirement for the accounting team.
 - Lacks robust support for multi-location tracking, which is essential for the NGO's operations.
 - Does not provide sorting or tracking of assets according to specific projects, limiting its usability for project-based allocations.
- **Next Steps:**
 - Evaluate the capabilities of Snipe-IT in more detail to confirm if it meets all requirements.
 - Consider possible integrations or customizations for specific NGO needs.