

# Minutes of Meeting

**Date:** March 8, 2025

**Subject:** Frontend Demo for Asset Management System

## Agenda

Frontend demonstration and discussion of asset management system features

## Discussion Points

### 1. Frontend Demo

The team presented a demonstration of the asset management frontend.

### 2. Asset Management Features

#### Adding Assets

- Implementation of adding assets to an existing project
- Feature to assign assets to a project during the asset creation process

#### Programme Management

- Request to add more programme types
- Removal of programme duration field
- Note that programmes don't have any location association

#### Location Management

- Modification needed for location type
- Implementation of location assignment for administrators:
  - Administrators should be able to control assets and projects assigned to their location
  - Location-based access control for administrators

### 3. Employee Management

#### Employee Transfers

- Asset handling during employee transfers:
  - If assets can move with employee transfers, no action needed
  - If assets cannot be transferred, ensure submission of assets before employee removal/transfer
- Personal item handling during transfers:

- Some personal items should move with the employee to new location
- Some items should be returned before transfer

### **Employee Project Assignment**

- Request not to delete employees from projects, but deactivate them instead
- Administrator access to assign people to projects

### **Participant Management**

- Deletion of participants from organization only after clearance of No Dues

## **4. Asset Tracking**

- Maintain comprehensive asset history (record of all previous owners)

## **Action Items**

- Implement asset assignment features
- Modify location management system
- Develop employee transfer protocols with asset handling
- Create asset history tracking
- Implement organizational exit procedures with No Dues clearance

## **Next Steps**

Follow-up meeting to review implementation of discussed features.