

## Minutes of Meeting (MoM)

Date: 19/04/2025

### Discussion Points

#### Asset Management Updates

##### 1. Put to Use Date Clarification

- The **"Put to Use"** date must be recorded as the date **on which the asset is actually assigned** to a user, department, or project.
- This aligns with the operational deployment and should be captured at the time of assignment, not procurement or registration.

##### 2. No Dues Policy for Valuable Assets

- It is confirmed that the current **"No Dues" process** for valuable assets is sufficient and should continue as is.
- This involves ensuring that all high-value or critical assets must be returned by the user before exiting the organization or project.

##### 3. Autocomplete & Autofill for Field Entries

- If technically feasible, field inputs (such as department names, project codes, etc.) should support **autocomplete** based on previously entered data.
- The form should also display or suggest **recent values**, enabling faster and more consistent data entry across the system.

##### 4. Warranty Date Field

- A dedicated **"Warranty Date"** field should be included to capture the **warranty end date** of an asset.
- This will help in managing service requests, warranty claims, and maintenance planning.

##### 5. Insurance Date Editable in Asset Edit Form

- The **"Insurance Date"** field should be made editable in the **Edit Asset** screen/module.

- This ensures that updates or corrections can be made without needing backend intervention or database-level edits.

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## Deployment Strategy

### 1. Deployment Options Being Considered

- The application deployment may proceed via:
  - **Remote Server**
  - **Linux Environment**
  - **Dockerized Setup**
- A final decision on the deployment strategy is pending and expected by **tomorrow (20/04/25)** at the latest. Preparations for all three methods should be kept ready to ensure a smooth rollout.
- Tariq sir has said that he will help us in deployment while coordinating with the other teams.