

Minutes of Meeting (MoM)

Date: 27/03/2025

Agenda & Discussion Points

1. Client Shared the Report Format

- The client has provided a finalized format for the asset report. This format will guide how asset data is structured, stored, and displayed. All asset-related modules and functionalities must align with this structure.

2. Clarification on “Date of Sale”

- The “Date of Sale” field must capture the date when the asset is officially disposed of or its lifecycle has ended. This is important for depreciation tracking, inventory updates, and financial reporting.

3. Definition of “Put to Use” Date

- The “Put to Use” date should reflect when the asset was officially assigned or deployed to a user, department, or project. This date may differ from the procurement or delivery date and is crucial for calculating depreciation and warranty start periods.

4. Grouped vs Individual Assets

- The system should support tagging assets as either:
 - **Grouped Assets:** Assets purchased in bulk and tracked collectively (e.g., chairs, computers).
 - **Individual Assets:** Assets tracked individually with unique identifiers (e.g., high-value machinery, servers).
- A toggle or classification option must be provided during asset entry.

5. Voucher Number Entry for Accounting

- A new field should be added to record the **Voucher Number** related to asset purchases. This will help maintain links between assets and financial transactions, aiding in audits and reconciliation.

6. Add Voucher Number in Asset Module

- The above-mentioned **Voucher Number** field should be integrated within the asset entry form/module. It should be a mandatory or optional field based on

business rules.

7. Asset Sticker Sequence Generation

- A standardized, traditional sticker code format must be adopted for physical asset tagging.

Suggested Format: EKL/LOC/DEPT/MON/YEAR/OBJECT_ID

- **EKL:** Represents Ekalavya (the organization/project)
 - **LOC:** Location code (e.g., CENT for Central office)
 - **DEPT:** Department code (e.g., CAT for Cataloging)
 - **MON/YEAR:** Month and Year of acquisition or assignment
 - **OBJECT_ID:** Unique identifier of the asset
- This format helps in easy tracking, identification, and categorization.

8. Prepare Documentation

- All the above processes, formats, and decisions must be thoroughly documented.
- The documentation should be maintained and regularly updated for onboarding, audits, and future reference.

9. Automated Email Notifications for Asset Events (suggestion by client)

- The system should trigger email notifications in scenarios such as:
 - New asset assignment to a user
 - New project allocation involving assets
 - Any critical asset status update
- These emails ensure transparency and accountability and provide users with confirmations and instructions.