**Minutes of Meeting**

**Date:** 13– Nov – 2014

**Time**: 03:00 PM to 03:30 PM (Indian Time)

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| **S.no.** | **Attendees** |
| 1 | Changchoon Yip |
| 2 | Rajan Agarwal |
| 3 | Pravesh Kumar |
| 4 | Varun Gupta |

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| **S. no.** | **Topic discussed** |
| **1** | Requirement has to be freezed and then further provided for development. |
| **2** | Version management of document needs to be incorporated whenever any update comes for same requirement. |
| **3** | Any change in requirement and new requirement information has to be updated in base document (Project status and requirement.xls) for tracking of status. |
| **4** | Time line of project   * As per Singapore Ebix team, CDGI will confirm all requirements and then time line will be decided. |
| **5** | Introduction of Vehicle based screen change:   * Based on category of vehicle, claims screens/tabs will be maintained.   Note:  India Ebix Team requires more details for this requirement. |
| **6** | India Ebix has requested Mr. yip and team to go through all screens and provide feedback on freezing of screen UI requirements. |