**Minutes of Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code | **IT-ERP-BRAS** | Document Code | Minutes of Meeting |
| **Meeting Organizer** | **Date** | **Participants Invited** | **Present** |
| Hari Thapliyal | 02-Jan-15 | Sh. Shyma Vallabha Dasa | Present |
|  |  | Sh. Janki Vallabha Dasa | Present |
|  |  | Sh. Ganesh | Present |
|  |  | Ms. Lakshmi Ananth | Present |
|  |  | Sh. Hari Thapliyal | Present |

# Agenda for Monday 2-Jan-15

* Intro (Role, Vision, Skills, Contribution)
* Timelines
* Standup Meetings
* Project Charter
* Risk Register
* S/H Register

# Discussions

## Discussion 1

Mr. Janki Vallabha Dasa

* Scope of the project
* Org Structure
* Stakeholders introduction

## Discussion 2

**Shyama / Finance Head**

**Vision**

* Integration of Finance systems
* Controlling financial & IS Risk
* Implement 80 IS Control in Risk Audit Report: Quadrask

**Expectations**

* Automation
* Timely availability of data for Decision making.
* Metrics identified to make decision.

**Skills**

* Financial Risk understanding
* Financial processes & workflow

**Contribution**

* FS documentation
* Non Functional requirements
* Skills: 3 People MIS Depart. + Department Head

**Timelines**

* Phase 1: 1-Apr :
  + ISKON
    - Finance & Account
    - Fixed Assets
    - Purchase & Stores
    - Inventory
    - Payroll of All
  + GST
* Phase 2: 1-Aug :
  + TSF Gift
  + HRMS Implementation
  + ISKON Integration
    - Donation
    - Guest House Management
* Phase 3: 1-Dec:
  + TSF Prasadam

## Discussion 3

**Mr. Ganesh (Process)**

* 2 People
* Front implementation of apps (Destiny (gift division) & Prism (food division) application)
* Processes, FS, GUI, Testing
* Provide requirements
* Understanding of Project Risk

## Discussion 4

**Ms. Lakshmi (Project Manager) @ ABS**

* Engaged on project from 23-Dec-14
* Experience (Total/ PM/ ERP) ??
* Experience with ABS ??
* Progress as of Today ??
* Has template of Project Planning & Business Requirements
* High level WBS discussion and expectation setting

## Discussion 5

**Mr. Ayyappa (IT SME)**

To set infra (server, connectivity, manage licenses, continuous maintenance)

Understanding of Project Risk

Skills

* 3 Racks of Server, 3 Virtual Servers & 25 V machine, 35 Total Server including VM
* Load Balance & Failure over
* RAID (NAS, DAS, Unified Storages with Fiber)
* RAID 0, 1, 3, 5, 6, 10 Exp
* OS with RAID 0, 1
* 3 SQL DB & 3 MySQL DB

Challenges

* Availability & Connectivity
* Application Server, Licensing Server, DB Server
* Component architecture or Deployment of Arch of ERP ???
* Where to place ERP related infra for high availability?
* During development where we will keep Development Env & Test Env
* Capacity planning for Server?
* Security of ERP Data, Redundancy of Connectivity solution (if hosted in DS)
* SSRS & SSAS Training is required after implementation

**Expectations**

* Load balancing need to be forecasted and communicated to IT infra depart in advance. This must be done for development, testing and deployment platforms.

## Project Statistics

* Project Start Date: 24-Dec-14
* Project Finish Date: 15-Jan-15
* Efforts: Vendor + PM + Time of Department Heads where automation is happening

# Action

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Action | Actionee | Due Date | Status |
| 1 | Setup an Information Radiator | JNVD | 05-Jan-15 | Find Alternative |
| 2 | Finalize Risk Register | JNVD | 05-Jan-15 |  |
| 3 | Finalize Business Case Template | Hari | 05-Jan-15 | WIP |