**Minutes of Meeting**

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| Project Code | **IT-ERP-BRAS** | Document Code | Minutes of Meeting |
| **Meeting Organizer** | **Date** | **Participants Invited** | **Present** |
| Hari Thapliyal | 5-Jan-15 | Sh. Shyma Vallabha Dasa | Present |
|  |  | Sh. Janki Vallabha Dasa | Present |
|  |  | Sh. Ganesh | Present |
|  |  | Sh. Ravindra Kini | Present |
|  |  | Sh. Sridhar Ramachandran | Present |
|  |  | Sh. Anand Murali | Present |
|  |  | Ms. Lakshmi Ananth | Present |
|  |  | Sh. Hari Thapliyal | Present |

# Agenda

* With PM
  + Prepare a project schedule of **IT-ERP-BRAS** project (Discussed)
  + Configuration Management System (Discussed & Setup)
* General
  + Standup Meetings Format (Not Required)
  + Project Charter (Discussed)
  + Risk Register (Discussed)
  + R&R (Not Discussed)
  + Information Radiator Setup (Not Discussed)
  + Values (Not Discussed)
  + Establish success criteria of **IT-ERP-BRAS** project (Discussed)
  + Discussion WBS Document with stakeholders (Discussed)
* **Discussion with ABS (PM)**
  + Get the sample of project plan of ABS and discuss the same (Discussed)
  + Get the sample of BRAS study document and discuss the same (Discussed)
  + Get the schedule of activities for the **IT-ERP-BRAS** project from ABS (Discussed)
  + Update the status of project activities (Discussed)
* **Discussion with ABS (AM)**
  + Discuss our Business Case Template (Discussed)
  + Discuss TCO components with ABS (Discussed)
  + List of Risks and Risk management plan for the implementation project (Discussed)
  + List of Risks which can impact the quality of **IT-ERP-BRAS** project (Discussed)
  + Discuss KPI & Scorecard Implementation (Discussed)
  + Project Management Approach (Discussed)

# Discussions

* Success Criteria of Project
  + A solid business case presentation between 15-20 page PPT which can help top leadership in making informed decision in favor of the project
* For the customization of ERP components we must perform cost value analysis of each customization
* Product backlog will be built using the user stories at the time of implementation
* Product backlog prioritization will happen based on the cost, risk, business value of the user stories.
* Agile project management approach should be used to manage project

# Actions

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| # | Action | Actionee | Due Date | Status |
| 1 | Send a sample of project plan of ABS to JNVD | ABS | 05-Jan-15 |  |
| 2 | Send a sample BRAS study document to JNVD | ABS | 05-Jan-15 |  |
| 3 | Send project Status Report to JNVD | ABS | 05-Jan-15 |  |
| 4 | Get the schedule of activities for the **IT-ERP-BRAS** project from ABS | ABS | 05-Jan-15 |  |
| 5 | Share Cost components which covers TCO (Total cost of ownership) and their cost to JNVD | ABS | 06-Jan-15 |  |
| 6 | Share ERP implementation Architecture with JNVD | ABS | 06-Jan-15 |  |
| 7 | Draft Presentation by ABS to ISKCON | ABS | 12-Jan-15 |  |
| 8 | Incorporate feedback and present to AAD | ABS | 15-Jan-15 ?? |  |
| 9 | Prepare list of challenges, risk and their address plan | ABS | 07-Jan-15 |  |
| 10 | Prepare a Project Benefit Plan from Technical and Operational perspective | ABS | 07-Jan-15 |  |
| 11 | Cost breakup of implementation department wise and business unit wise | ABS | 10-Jan-15 | Newly Added |
| 12 | Setup Configuration Management System in Google Drive & Provide Access permission to people | JNVD | 05-Jan-15 | Done |
| 13 | Prepare Project Document Access Permission Matrix | JNVD | 05-Jan-15 |  |
| 14 | Prepare a Project Benefit Plan from Business & Org perspective | JNVD | 06-Jan-15 |  |
| 15 | Upload all the documents shared by ABS into GoogleDrive | JNVD | 06-Jan-15 |  |
| 16 | Share Scorecard with ABS | SVD | 05-Jan-15 |  |
| 17 | Share IS Parameters with ABS | SVD | 05-Jan-15 |  |
| 18 | Send business case template to ABS | Hari | 05-Jan-15 |  |
| 19 | Present the Business Case before AAD | Hari | 15-Jan-15 ?? |  |
|  | Prepare Business Case PPT | Hari/JNVD | 14-Jan-15 |  |
|  | **Decisions** |  |  |  |
| 1 | WIP Documents of BRAS Need to be shared on daily basis with JNVD | ABS |  |  |
| 2 | Daily Status Report need to be shared with JNVD | ABS |  |  |