Meeting Minutes

Meeting Title: Development of HR Management Mobile App for ABC Private Limited

Date: July 27, 2024

Time: 10:00 AM - 1:00 PM

Location: ABC Private Limited Headquarters, Meeting Room B

Attendees:

- Dilan (Dilexus Infotech)
- Rohan (Dilexus Infotech)
- Priya (Dilexus Infotech)
- Mr. De Silva (ABC Private Limited)
- Ms. Sunil (ABC Private Limited)
- Mr. Rao (ABC Private Limited)
- Ms. Nimal (ABC Private Limited)

Agenda:

1. Introduction and Objectives
2. Discussion on Project Scope and Requirements
3. Overview of Proposed Features
   - Location Tracking
   - Attendance Tracking

- Payroll Management

4. Technical Specifications and Integration

5. Project Timeline and Milestones

6. Budget and Contract Terms

7. Q&A Session

8. Summary and Next Steps

Minutes:

1. **Introduction and Objectives:**
   - Dilan welcomed the attendees and introduced the Dilexus Infotech team.
   - Mr. De Silva provided an overview of ABC Private Limited's current HR management challenges and objectives for the new mobile app.

2. **Discussion on Project Scope and Requirements:**
   - Detailed discussion on the need for a comprehensive HR management solution.
   - Emphasis on user-friendly interface and seamless integration with existing systems.

3. **Overview of Proposed Features:**
   - **Location Tracking:**
     - Real-time location tracking of employees during work hours.
     - Integration with GPS to ensure accurate location data.
     - Privacy considerations and compliance with regulations.
   - **Attendance Tracking:**
     - Automated attendance marking using geofencing and biometric verification.
     - Real-time attendance data accessible to HR and management.
     - Integration with existing attendance hardware and software.

- **Payroll Management:**
  - Automated calculation of salaries based on attendance and work hours.
  - Integration with banking systems for direct salary deposits.
  - Generation of detailed payroll reports and payslips.

4. **Technical Specifications and Integration:**
   - Discussion on the technical stack and architecture for the mobile app.
   - Integration with ABC Private Limited's existing HR systems and databases.
   - Security measures to protect sensitive employee data.

5. **Project Timeline and Milestones:**
   - Proposed project timeline divided into phases:
     - Phase 1: Requirement Gathering and Design (2 weeks)
     - Phase 2: Development and Integration (8 weeks)
     - Phase 3: Testing and Quality Assurance (4 weeks)
     - Phase 4: Deployment and Training (2 weeks)
   - Regular progress meetings and milestone reviews.

6. **Budget and Contract Terms:**
   - Detailed discussion on the project budget, including development costs, maintenance, and support.
   - Agreement on contract terms, including payment schedule and deliverables.

7. **Q&A Session:**
   - Participants asked questions regarding feature implementation and customization options.
   - Dilan and the team provided clarifications and discussed potential enhancements.

8. **Summary and Next Steps:**
   - Recap of key points discussed during the meeting.
   - Agreement on the next steps:

- **Dilexus Infotech:** Provide a detailed project proposal and timeline by August 1, 2024.
- **ABC Private Limited:** Review the proposal and provide feedback by August 5, 2024.
- Schedule the next meeting to finalize the project plan and begin the requirement gathering phase.

Action Items:

- **Dilan (Dilexus Infotech):** Prepare and send a detailed project proposal by August 1, 2024.
- **Mr. De Silva (ABC Private Limited):** Review the proposal and provide feedback by August 5, 2024.

Next Meeting:

- **Date:** August 8, 2024
- **Time:** 10:00 AM
- **Location:** ABC Private Limited Headquarters, Meeting Room B

Adjournment:

- The meeting was adjourned at 1:00 PM.

Prepared by:

Dilan