**Minutes of Meeting**

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| **Meeting Name** | | | DM Weekly Call | | | | | |
| **Stream** | | | Data Migration | | | | | |
| **Date** | | | 11/23/2023 | | | | | |
| **Time (JST)** | | | 4:30-5:00 p.m. | | | | | |
| **Presenter** | | | Li Li | | | | | |
| **Scribe** | | | Swati | | | | | |
| **Attendees** | | | | | | | | |
| **No** | **Name** | | | **Company** | **No** | **Name** | | **Company** |
| 1. | Li Li | | | CG | 9. | Parvathi Avali | | CG |
| 2. | Armin Schmidt | | | CG | 9. | Shantanu Sharma | | CG |
| 3. | David Stocks | | | CG | 10. | Praveen Rawat | | CG |
| 4. | Cheng Long | | | CG | 11. | Ovesh Vohra | | CG |
| 5. | Hengjun Feng | | | CG | 12. | Manivasagan Namasivayam | | CG |
| 6. | V Y Krishna Rao | | | CG | 13. | Suresh Patra | | CG |
| 7. | Jianyang Ji | | | CG | 14. | Swati Gupta | | CG |
| 8. | Wenshuo Xu | | | CG |  |  | |  |
|  |  | | |  |  |  | |  |
| **Highlights/Action Points** | | | | | | | | |
| **No.** | | **Topic** | **Description** | | | | **Decision** | **Responsible** |
| **1.** | | Timeline | MCG did not provide all the load files this week. New timelines are being updated in the Global DM tracker | | | | Propose the new timeline to MCG and Transformative Management | Lily, Praveen |
| Update local timelines with respect to global timelines | Local DM leads |
| **2.** | | Dummy value | Refer to Configuration Tracker for Data Mock1 | | | |  | Local DM leads |
| **3.** | | Queries from client | If the issue cannot be solved internally and the DM leads are not sure who to raise the questions to | | | | Raise a risk in ASANA to Lily or Praveen | Local DM leads |
| Share the ticket number with Lily and Praveen | Local DM leads |
| Re-assign the ticket to concerned team and track the status | Lily, Praveen |
|  | |  |  | | | |  |  |
| **Round Table** | | | | | | | | |
| **No.** | | **Topic** | **Description** | | | | **Decision** | **Responsible** |
| **UK** | | Weekly status update | In the load cycle, UK data has been shared with MCG Corporate Finance, Japan. Approval is pending. | | | |  |  |
| MCG is proceeding with product, supplier, customer | | | |
| Open issue | Template updates from global functional team are slow | | | |  |  |
| Conflict between Transformative Management, MCG and CG over who is updating the dates in DM tracker | | | | Connect with MCG local team when they | David |
| Outstanding configuration decisions, GL Account profit centres and cost centres | | | |  |  |
| What Support needed | NA | | | |  |  |
| **DE** | | Weekly status update | Dates updated in the DM tracker | | | |  |  |
| Currently working on class data characteristics, customer, dummy data for bank and GL account | | | |
| Open issue | Material not started yet | | | |  |  |
| What Support needed | NA | | | |  |  |
| **CN** | | Weekly status update | Dummy values used in templates | | | |  |  |
| Will upload the files to system next week | | | |
| Open issue | Some configuration values are pending | | | |  |  |
| What Support needed | NA | | | |  |  |
| **Global Data Team** | | Weekly status update | Build activities for RICEFW object in progress | | | |  | Global Offshore Team |
| Some objects are completed and tested | | | |
| Open issue | NA | | | |  |  |
| What Support needed | New RICEFWs to be shared with Global Offshore team | | | |  | Local DM leads |