**Minutes of Meeting**

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| **Meeting Name** | | | DM Weekly Call | | | | | |
| **Stream** | | | Data Migration | | | | | |
| **Date** | | | 11/30/2023 | | | | | |
| **Time (JST)** | | | 4:30-5:00 p.m. | | | | | |
| **Presenter** | | | Lily, Praveen, Swati | | | | | |
| **Scribe** | | | Swati | | | | | |
| **Attendees** | | | | | | | | |
| **No** | **Name** | | | **Company** | **No** | **Name** | | **Company** |
| 1. | Li Li | | | CG | 9. | Parvathi Avali | | CG |
| 2. | Armin Schmidt | | | CG | 10. | Shantanu Sharma | | CG |
| 3. | David Stocks | | | CG | 11. | Praveen Rawat | | CG |
| 4. | Cheng Long | | | CG | 12. | Mahesh Devarapalli | | CG |
| 5. | Hengjun Feng | | | CG | 13. | Manivasagan Namasivayam | | CG |
| 6. | V Y Krishna Rao | | | CG | 14. | Suresh Patra | | CG |
| 7. | Jianyang Ji | | | CG | 15. | Ovesh Vohra | | CG |
| 8. | Wenshuo Xu | | | CG | 16. | Swati Gupta | | CG |
|  |  | | |  |  |  | |  |
| **Highlights/Action Points** | | | | | | | | |
| **No.** | | **Topic** | **Description** | | | | **Decision** | **Responsible** |
| **1.** | | DM Tracker | All regions should follow consistent way of reporting status | | | |  | Local DM leads |
| Data file upload ready   1. Yes – In scope and file received 2. Yes but file not needed – In scope but no file required. Only dummy values available. 3. No – In scope but file not received 4. Out of scope | | | |  |
| Status for each step   1. Completed – if step is completed 2. Delay – if step is not completed within planned date 3. Blocked – if previous step is Delayed 4. Deferred – if the object is deferred because of any reason 5. In progress – if the planned date is at later but work has started 6. Not started – if the planned date is later and work has not started | | | |
| Overall status is formula generated. Manual input not required | | | |
| Comments to be maintained for Delay, deferred objects or if any specific information is required to be pointed out | | | |
| **2.** | | Weekly Status Report | Data cleansing status to be mentioned in percentage form in the dashboard | | | |  | Local DM leads |
| Data scope to be updated as and when scope gets changed | | | |
| US Status to be updated by Mahesh | | | |
| **3.** | | Direct update in system DEV 320 by US local finance team | Updated Data files to be taken from the local functional team so that the files can be used in future in different environment | | | |  | Mahesh |
| **4.** | | Load client | Currently in discussion with James, Karim and Basis team | | | |  |  |
| Load activities for Data Mock1 will first be done in the Development environment which will be confirmed by Basis team. After this, the same might have to be done in SIT and test environments. | | | |
| **5.** | | Load sequence 0 object | To be prioritized and all data files should be in place | | | |  | Local DM leads |
| **6.** | | Change in Mock1 approach | Separate regional files will be uploaded instead of consolidated files | | | |  |  |
| Risk will be raised in ASANA stating that this change might lead to delay | | | |
| **7.** | | Chart of Account | UK and Germany to copy the US chart of accounts | | | |  |  |
| Karim’s mail to be shared by Lily with the team | | | |