**Minutes of Meeting**

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| **Meeting Name** | | | DM Weekly Call | | | | | |
| **Stream** | | | Data Migration | | | | | |
| **Date** | | | 12/14/2023 | | | | | |
| **Time (JST)** | | | 4:30-5:00 p.m. | | | | | |
| **Presenter** | | | Praveen | | | | | |
| **Scribe** | | | Swati | | | | | |
| **Attendees** | | | | | | | | |
| **No** | **Name** | | | **Company** | **No** | **Name** | | **Company** |
| 1. | Li Li | | | CG | 5. | Hengjun Feng | | CG |
| 2. | Armin Schmidt | | | CG | 6. | Wenshuo Xu | | CG |
| 3. | David Stocks | | | CG | 7. | Praveen Rawat | | CG |
| 4. | Cheng Long | | | CG | 8. | Swati Gupta | | CG |
|  |  | | |  |  |  | |  |
| **Highlights/Action Points** | | | | | | | | |
| **No.** | | **Topic** | **Description** | | | | **Decision** | **Responsible** |
| **1.** | | Post load validation | Process was explained to the team in the call by Praveen | | | |  |  |
| **2.** | | DM Tracker | To be kept updated daily | | | |  | Local DM leads |
| **3.** | | Basis team support | Extended support required to resolve system issues | | | |  | Jasmine |
| **4.** | | Defect management | 1. Defects are assigned to local DM leads who then assign them to the relevant members directly. 2. DM leads need to drop a ping to the asignees so that they do not miss out on the defects | | | |  |  |
| **Round Table** | | | | | | | | |
| **No.** | | **Topic** | **Description** | | | | **Decision** | **Responsible** |
| **UK** | | Weekly status update | NA | | | |  |  |
| Open issue | Product has 2 issues –   1. Missing tax category 2. Material ledger configuration | | | |  |  |
| What Support needed | NA | | | |  |  |
| **DE** | | Weekly status update | Data received for Product, Customer, Supplier, Fixed Asset which need to be converted to XML format | | | |  | Armin |
| Open issue |  | | | |  |  |
| What Support needed |  | | | |  |  |
| **CN** | | Weekly status update | 2 objects are pending for load   1. Batch unique at material and client levelBatch unique at material and client level 2. Fixed asset (incl. balances and transactions) – Configuration issue | | | |  |  |
| Open issue | NA | | | |  |  |
| What Support needed | NA | | | |  |  |
| **Global Data Team** | | Weekly status update | NA | | | |  |  |
| Open issue | NA | | | |  |  |
| What Support needed | NA | | | |  |  |