***MINUTES OF MEETING***

***PAPERLESS PROJECT REPORT REVIEW***

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| **MEETING PURPOSE** | **Paperless - Process and Product Demo** |
| **DATE and TIME** | **24/10/2024 (11:00 – 2:00)** |
| **LOCATION** | **MINI CONFERENCE ROOM** |
| **ATTENDEES** | 1. **MR. PRAMOD KUMAR BHARADWAJ** 2. **MR. RAJKAMAL SRIVASTAVA** 3. **MR. VIVEK TIWARI** 4. **MR. SUKANTA NAYAK VP-IT** 5. **MR. HR SOTMON GM-AUDIT** 6. **MR. MAHESH KALKAR GM(IT)** 7. **MR. VINAY NAIR** 8. **MR BARWE GST** 9. **MR. DHARMENDRA SHARMA DGM(IT)** 10. **MR. VK PANDEY DGM (F&A)** 11. **MR. APOORVA CHANDRAWANSHI AGM** 12. **MR. KRISHNENDU RAY** 13. **MR. RAJESH** 14. **MR. HAMID ALI AGM(IT)** 15. **MR. ABHISHEK JAIN SENIOR MANAGER** 16. **MR. M. MURALI MANAGER (STORES)** 17. **MR. SWETA PATEL** 18. **MR PRATEEK SHUKLA MT(EDP)** 19. **MR. SANJAY SINGH** 20. **MR.VERMA AUDIT** 21. **MR. SANTOSH** 22. **MR.SINGH SECURITY HEAD** |

***DISCUSSION/ ACTION POINTS:***

1. Gate No. 8 – Reporting waiting time for parking. Tab aging analysis TAT vehicle – Gate No. 4 physical document submission & Gate entry – 3 barcode.

II. Acknowledgement to vendor to update vehicle movement – auto.

III. Invoice backside: barcode not required to be stuck, an alternative solution is required.

IV. Physical copy acknowledgement is acceptable, but watermark and signature are required; future implementation will be digital.

V. No paper required for store department operations.

VI. Gate No. 4 – Two persons required for scanning activities.

VII. How to search documents in the system without PO and how to handle it.

VIII. Log report.

IX. A fee will be charged to the transporter for extra copies.

X. Tab, barcode, paper: Clarify what actually moves to stores.

XI. Tab is mandatory with all details for entry and alterations. Cross-check is necessary for final submission and further processing.

XII. Checker and maker roles should be assigned to the stores.

XIII. Bin QR codes must be physically stuck at designated locations.

XIV. Physical vs SAP stock verification should be done using the tab system.

XV. The training module should be effective.

XVI. Barcode printing should be separated automatically.

XVII. A sample demo process will be shown.

XVIII. Scanning points:

* Gate No. 4 - room
* Gate No. 1 – Why is a physical copy kept in the project building?

XIX. The return or rejection process should be mapped to all scenarios.

XX. A timeline will be shared by Nimble.

XXI. Parallel activity will take place for one month.

XXII. User login ID is required.