MasterControl

6350 South 3000 East
Salt Lake City, UT 84121

Document Number:

Document Title:

Document Notes:

Document Information

Revision:	Vault:
Doc Type:	Status:

Date Information

Effective Date:	Next Review Date:
Release Date:	Expiration Date:

Control Information

Author:	Previous Number:
Owner:	Change Number:

All dates and times are in

Minutes of Meeting

MEETING INFORMATION			
Meeting For	Phase-3 Development Progress	**Meeting Date**	01-02-2020
Meeting Location	Microsoft Teams	**Meeting Time**	1700 to 1740 PM
Meeting Called by	Simon Lee	**Meeting Duration**	40 Minutes
Meeting Notes Prepared by	Simon Lee	**Meeting Notes Date**	02-02-2020
Meeting Agenda	1. Sharing the API details received from Master control with Vendor 2. Implementing them on our system		

Attendees		Attendees (Vendor)	
Simon Lee	Demit Ozone	-	-
Min Ho	Michael John	-	-
Nick Helm	Daniel Brett	-	-

MEETING DETAILS

Agenda Item	

Points Discussed
- a) New URL received from Master Control for temporary use
- b) Token details
- c) API details
- d) Parameters

Action Items	Target date	Status	Comments
Profile Mapping	08-02-2022	In Progress	A
Token development and check different possibilities	08-02-2022	In Progress	B
Need to explore the configuration menus on new URL provided by Master Control	-	In Progress	C
Parameters can be sent from API as parameters? or we need to filter out the results [External/Internal users] – Need to confirm this point with Master Control	Whenever we have a call with Master Control	-	D

1. Sharing the API details received from Master control with Vendor
2. Implementing them on our system
3. XYZ

Action Items
Profile Mapping with document types
Token development and check different possibilities
Need to explore the configuration menus on new URL provided by Master Control
Parameters can be sent from API as parameters? or we need to filter out the results [External/Internal users] – Need to confirm this point with Master Control
Modify Overlay processing module. Currently this uses python and recreates the overlay fields, with fonts etc. on the document PDF. This approach is seen to have many issues. Idea is to use a library which will just merge the overlay file with the document file (PDF stamping) and not recreate each field on the document PDF. Libraries like iText, ASPOSE to be used.

Proprietary and Confidential

TMP-PM-016 Minutes of meeting Template, V2.0, Effective May 22, 2020

RELEASED DOC-0157 R- 01

BATCH ID: 34

test500

This document has been electronically signed

PURPOSE

Briefly describe the reasoning or purpose of the document.

2. SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process.
Please refrain from adding policy or procedure detail in this section.

3. DEFINITIONS

! Word – Definition

! Word – Definition

4. RESPONSIBILITIES

! Responsible Party – Describe the responsible party responsibilities

5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

5.1 Process Flow

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write "Not Applicable".

5.2 Procedure/Policy/Work Instruction (remove title that does not apply)

5.2.1 Overview

5.2.2 Details

6. APPLICABLE REFERENCES

List of applicable

DOC-0157 R- 01

test500

RELEASED

BATCH ID: 34

SITE: 21

This document has been electronically signed

Proprietary and Confidential

TMP-PM-016 Minutes of meeting Template, V2.0, Effective May 22, 2020

FUNCTION(S) SITE(S) REGULATIONS

E PURPOSE OF THIS SOP AND WHAT IT IS APPLIED TO

<Describe the purpose of the SOP, what it should be applied to and when/under which circumstances. Include details of any specific limitations and/or exclusions>

WHO THIS SOP IS APPLICABLE TO

D

CMC

LO

PATH

SA GOS

GBT

NCFS

QA

GxP Supt Dept.

Non-GxP Supt

SA

Global

ALN

GRN

MSN

SHA

CHA

HAR

MUE

DEN

IND

PCV

GCP

GMP

GLP

None

SPECIFIC

APPLICABILITY

<If necessary, list sub-functions, groups or specific roles that the SOP applies to and any specific exclusions, otherwise "N/A" >

OTHER DOCUMENTS NEEDED TO EXECUTE THIS SOP

DOC REFERENCE TYPE TITLE
<Add doc reference> <Add doc type> <Add doc title>
STEP-BY-STEP INSTRUCTIONS
<Add Heading 2; remove if no sub sections>
ROLE ACTION
<Add role> 1 <Add instructional text>
! <Add decision option text>

Proprietary and Confidential

TMP-PM-016 Minutes of meeting Template, V2.0, Effective May 22, 2020

RELEASED DOC-0157 R- 01

BATCH ID: 34

test500

This document has been electronically signed

Signature Manifest

Document Number: MD-SOP-0044   **Revision:** 01

Title: Different Orientation Document

Effective Date: 01 Dec 2022

All dates and times are in Mountain Time Zone.

Quick Approval

Approve Now

Name/Signature	Title	Date	Meaning/Reason
Sonali Shelar (SSHELAR)		01 Dec 2022, 10:00:30 PM	Approved

Printed By: **Vaibhav Kukade**

Printed Date & Time: **2023-01-10T08:36:06.890Z**

DOC-0157 R- 01

SITE: 21

BATCH ID: 34

test500

This document has been electronically signed

Signature Manifest

Document Number: DOC-0157

Revision: 01

Title: Orientation

Effective Date: 06 Jan 2023

All dates and times are in Mountain Time Zone.

Quick Approval

Approve Now

Name/Signature	Title	Date	Meaning/Reason
Sonali Shelar (SSHELAR)		06 Jan 2023, 01:15:31 AM	Approved

DOC-0157 R- 01

BATCH ID: 34

SITE: 21

test500

This document has been electronically signed