**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<br>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. |

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**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*

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**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**

d

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**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>

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**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 |

*\*\*This document has been electronically signed\*\**