**MEETING OF MINUTES**

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| Meeting: | Kick-off Meeting for New Portal Development |
| Date | September 1, 2025 |
| Time | 11:30 AM |
| Venue | Conference Room, PFC Consulting Limited, 9th Floor, A Wing, State House, Connaught Place, New Delhi, 110001 |

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| Attendees | |
| Net Creative Mind Solutions Pvt. Ltd. | **PFC Consulting Limited (Customer):** |
| Mr. Manoj Garg, CEO | Mr. Shri Neeraj Singh, Chief General Manager |
| Mr. Rohit Tiwari, Sales | Shri Anubhav Kayal, General Manager |
| Mr. Rishi, Technical Team | Shri Harish Bhakuni, Deputy General Manager |
| Mr. Nikhil, Technical Team | Other team members |

**Meeting Summary**

Mr. Nikhil from NCM commenced the meeting with a kick-off presentation outlining the project plan and scope. A productive discussion ensued, with both teams raising a number of points, queries, and expectations for the project.

**PFC's Observations & Queries**

1. **Domain Name:** The PFC team requested technical advice on domain name mapping, specifically whether to use a **.gov.in** or **.com** domain, and the technical implications of each.
2. **Operation & Maintenance (O&M):** It was clarified that the 3-year O&M period is expected to include the addition of new functionalities, which should be within the project's scope.
3. **SRS Review:** The department requested that the SRS (Software Requirements Specification) be reviewed in the presence of the developer team to ensure a comprehensive understanding and approval.
4. **Data Backup:** The current weekly backup schedule is to be changed to an **alternate-day backup** schedule as per the new expectation.
5. **Project Delivery Timeline:** The PFC team emphasized the critical deadline for project delivery and Go-Live by **January 1, 2026**. This allows a four-month development window, and NCM is expected to scale up resources to meet this timeline.
6. **Server Configuration:** To ensure quick response times, PFC expects the hosting server configuration to support a concurrency of at least **200 Concurrency**.
7. **Technology Stack:** The client is still finalizing the technology. NCM suggested using the **PHP framework Laravel** for the development.
8. **API Procurement:** A junior team member to Deputy General Manager Harish stated that the necessary APIs for third-party integrations should be procured by the vendor, referencing a point mentioned in the bid queries, although it was not in the original RFP.
9. **Infrastructure Responsibilities:** The meeting confirmed that NCM is responsible for providing all necessary infrastructure hardware, hosting, security, backup, and server monitoring/maintenance.

**NCM's Expectations & Concerns**

* **Technical Documentation:** NCM requested a database schema or a technical design document from PFC prior to the start of development. This is essential for effective data migration and backend planning for the new portal.
* **Third-Party API Integration:** NCM expressed a concern regarding the responsibility for providing APIs for any required third-party integrations.

**Mobile Application**

* The mobile application is planned to be a data-driven app for three main user types: **Supplier, DISCOM, and Admin**.
* The final requirements for the mobile application are still pending and will be discussed in a future meeting.

**Action Items**

**NCM:**

1. Provide a recommendation and technical brief on the domain name mapping.
2. Begin internal planning and resource allocation to meet the January 1, 2026, deadline.
3. Provide an update on the proposed technology stack and Hosting Sizing

**PFC Consulting:**

1. Provide the technical design document or database schema to NCM.
2. Provide a clear and official confirmation regarding the responsibility for API procurement.