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| **Sr. No.** | **Agenda** | **Points discussed/Actionable** | **Type** | **Responsibility** | **Status** | **Team** |
| 1 | Issues related to synchronization of the users. | The issue related to synchronization has been addressed and  fix has been deployed on the test site. | Information | G-Cube | **Closed** | Saurav/G Cube |
| 5 | Itube Admin section same as ilearn Visibility filters – Videos (Assigned + Public) o Videos will be assigned to the Users | This has to be checked for feasibility.  09/30/2016: We have verified and it is not feasible for implementing the same control on the video management tool. However the values will be tracked in the backend in three different fields. | Action Point | G-Cube | **Open** | Saurav Department,Job role,vertical |
| 7 | Drag n drop files – mentions all formats applicable | A caption will be added on screen to show all supported files. | Action Point | G-Cube | **Open** | Saurav |
| 9 | Global Category:  Department wise various categories on learner | Currently Categories are global in the system.  We will be modifying iTube category creation process to associate Department with it. User will be able to view categories for his/her own department. Sub-Admins will be able to maintain only department specific Categories. | Action Point | G-Cube | **Open** | Saurav |
| 11 | Confirmation on video upload – Save and approval button usage | A prompt should be added to confirm video has been uploaded successfully. | Action Point | G-Cube | **Open** | Saurav |
| 17 | Video screen: Disclaimer content on the learner page: for accountability; mandatory field then only User will be able to upload video | A disclaimer will be added on the video upload screen. | Action Point | G-Cube | **Open** | Saurav |