**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 26-Apr-2023 |
| **Meeting Time** | 3:25PM |
| **Meeting Duration** | 45 mins |
| **Meeting Topic** | Infrastructure Management - Documents check with WSC SME |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Sanjay Padhi | OSDP |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Shiv Kaul | SOUL |
| Abhishek Adhikari | SOUL |

**Points Discussed**

The following points were discussed :

1. WSC SME shared a project document as to how the projects are maintained on paper
2. Projects maintenance will be required by WSC SME’s. As stated by WSC SME, the project capitalization is dealt by two companies ie. OSDP and ADB.

**Action Item**

Two companies (OSDP and ADB) to be discussed with WSC Stakeholders