**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 17-Mar-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Infrastructure |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Sanjay Padhi | OSDP |
| Brahmananda Sahoo | Admin |
| Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sayantan Ghosh | SOUL |
| Priytesh Shah | SOUL |
| Shiv Kaul | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. Layout of all floors, canteen area , feature to upload layout drawing
2. Details to maintain for change of room, dismantled date, date of change
3. Keeping track of amc details such as fire extinguisher maintenance expiry date, schedule
4. Asset :

* Maintenance of parts of a machinery
* Notification of maintenance due
* Prepare report for maintenance planned (Monthly, Weekly) to be scheduled
* Preventing Maintenance
* Breakdown Maintenance
* Custodian for Asset maintenance(Department)

1. Infrastructure will include details of chiller, Sprinkler, Cooling tower, Fire extinguisher, Gardening, Lawn maintenance, (House Keeping maintenance), Air Handling Unit, Cooling tower, HVAC
2. Details will not be maintained in Item
3. Canteen having 50 chairs, information could be stored
4. Floor wise details must be recorded such as :

* Only Non-movable Assets(Fixed assets) could be assigned by Infrastructure
* Keep in MM, but access through Infrastructure
* Infrastructure maintenance Billing

1. Land:- Allotment Letter, Building Letter(Records of right, Building design), Fire Approval, Electrical Inspection
2. Floor information would be Floor Plan, Fixed Asset and Building
3. Project Management will include hostel,new building,Primavera (tool currently being used), time taken for implementing of the project, Delay in project implementation, Costing for Project