**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 16th Floor - Meeting Room |
| **Meeting Date** | 17-Apr-2023 |
| **Meeting Time** | 3:00PM |
| **Meeting Duration** | 1 hour |
| **Meeting Topic** | Infrastructure Management & Project Management |

**In Attendance (WSC)**

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

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Nehal Kumar | SOUL |
| Shiv Kaul | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

Infrastructure Management, Maintenance, Project Management

1. Land, Building, floor plan approval attachment provision should be present in the system
2. Holding tax, property tax, etc attachments provision should be present in the system
3. Assets maintenance schedule could be the following:
4. Schedule - when the check up of an asset is scheduled
5. Non Schedule - could be same as break down
6. Break down - Immediate repair of an asset as did not anticipate the damage
7. Routine - A routine check-up might occur once a week or once a month. Based on the mutually agreed-upon agreement, the third party gets paid
8. Item code field should be auto generated based on the item selected
9. WSC does not have quarters
10. All the rooms on all the floors have been allocated already. In case, any allocation to be done , can be done for the 15th and 16th  floors only. No process followed for room allocation. The Decision for room allocation taken by CEO, WSC
11. Asset management will be done for movable assets and immovable assets
12. Currently, asset management records are maintained in an excel (contract end date). Prior to the agreement's scheduled expiration, a call is placed to the third party
13. As part of security services and support services, monitoring, below scenario record could be maintained :

An event is scheduled, and additional security personnel or housekeeping

personnel to be deputed for the event

1. The depreciation value of assets should be set or entered by the Accounts department

Other Points

SOUL team should provide the manpower for data entry and maintenance of data in the system

Records in the ERP system are difficult to maintain since the Infrastructure department lacks sufficient manpower

Action ITem

Based on today’s discussion, SOUL team will demonstrate the user interface and business process flow on 19th April, in a PowerPoint for Infrastructure team’s understanding and further requirements study