**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 25-Apr-2023 |
| **Meeting Time** | 4:30PM |
| **Meeting Duration** | 1 hour |
| **Meeting Topic** | Infrastructure Management |

**In Attendance (WSC)**

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

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

Land, Building Database

SOUL: Do you have room drawing?

WSC SME: We have floor drawing

1. There will be no separate plan for room wise. Only the floor plan will be maintained
2. Each floor name will be maintained

Project Monitoring

1. Different tasks, different timelines will be maintained as part of the project
2. Under project , sub tasks of tasks to be maintained
3. Reason or remarks for delay in execution of tasks
4. Planned vs Actual timeline of tasks / sub tasks to be maintained
5. 3 levels of project verticals
6. Gantt chart timeline should be visible for each of the bar
7. There are two projects under infrastructure: Precision Engineering and Hostel
8. One PO will be maintained for total project

Asset Maintenance

User should be notified for scheduled assets maintenance

Project Estimation

Cost estimation should be mapped to PO

Security Services and Support Services Monitoring

1. AMC of assets should be recorded
2. Third party security / housekeeping staff attendance to be recorded on a daily basis

Action Item

SOUL team will check Project monitoring documents that are available with WSC SME