**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 12-May-2023 |
| **Meeting Time** | 11:20AM |
| **Meeting Duration** | 20 Minutes |
| **Meeting Topic** | Project Plan Monitoring SRS Walkthrough |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Mr. Sanjay P | OSDP |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed:

SME suggested to have a data field to enter estimated cost of task with and without tax

**Action Items**

1. SOUL needs to mail the SRS to WSC SME’s for their review - **Done (sent on 12th MAy 2023)**
2. Meeting to be scheduled on 16/05/2023 at 11AM with Project SME for feedback regarding the SRS