**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 05-Apr-2023 |
| **Meeting Time** | 11:00am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Procurement & Inventory Module - Asset Maintenance |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Chandan Kumar | Procurement & Contract Management |
| Samarendra Barik | Procurement & Contract Management |

**In Attendance (SOUL)**

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| **Attendee’s Name** |  |
| Abhishek Adhikari | SOUL |
| Nehal Kumar | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

1. OSDA buys all items for WSC. There will be a transfer of assets from OSDA to WSC. How the system will maintain the records for these assets?

Ans : One of the option to have, opening balance can be maintained. **To discuss further**

**with WSC finance team.**

1. Asset report to be generated to differentiate between types of asset with remarks/ comments
2. Stocks, Assets should be independent reports
3. Asset Maintenance, mail to be triggered when the maintenance tasks / maintenance log is being recorded
4. In Item screen, Supplier tab, supplier child table will have attachment option and date of empanelment
5. How to identify the availability of the items ?

Ans: In Item scree, stock levels maintain the availability of items warehouse wise.

1. Purchase / Material Requistion approval format attachment provision to be given in the system

Course manager--> Dy Director--> Director--> Principal--> Procurement

1. Material request to be renamed to Purchase Requisition