**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 16-Mar-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Procurement & Inventory |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Chadan Kumar | Procurement and Content Management |
| Samarendra Barik | Procurement and Content Management |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Subhajit Saha | SOUL |
| Priytesh Shah | SOUL |
| Nehal Kumar | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. Items & Pricing card should be placed first
2. In Item master screen,
3. Item code should be auto generated. Item code should be numeric or alphanumeric. The requirement to define the Item Code field will be discussed further
4. Valuation Rate field will be renamed to Estimated Rate
5. Standard Selling Rate field to be removed / hidden
6. Weight UOM in Inventory tab of Item Details screen should be auto fetched
7. The dashboard of the Item screen should redirect or show the activity details
8. GST and PAN attachment feature should be available in the screen
9. Supplier Screen -
10. Supplier approval workflow to be added (e.g. Supplier will be given a link to fill in required information (e.g. google form) and submit the form). WSC panel will check the details and approve or reject the form.Role of supplier to be discussed later
11. Block Supplier section of supplier screen , remarks and block date fields should be added
12. Contact sub menu to be removed from Supplier menu / card
13. Tax details, all fields mandatory
14. Who will be filling the accounting part? Will be discussed with WSC if procurement team will be allowed to fill or only the finance team
15. The requisition process will have a workflow (to be discussed)
16. HSN field validation. The field is non-mandatory
17. Levels of Item group tree - Parent and child level
18. Material Request
19. Workflow to be triggered while user fills out master request form
20. User approval workflow will be added