**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 11-May-2023 |
| **Scheduled Meeting Time** | 3:00PM |
| **Actual Meeting Time** | 5:45PM |
| **Meeting Duration** | 45min |
| **Meeting Topic** | Weekly Project Review Meeting |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Dhananjaya Sarangi | IT |
| Bishnupriya Panda | IT |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed:

1. SRS sign off- WSC stakeholder will coordinate with HRMS, Procurement, Student Support, Academy SME’s for sign off
2. SOUL will review and discuss the UI changes suggested by WSC like Font size, navigation bar size, multiple logo placements,colour code, etc.
3. OCAC server:
   1. WSC will provide with subdomain for the application hosting.
   2. WSC stakeholders suggested SOUL to do a test on the desktop version, if any issue arises, then WSC will address it accordingly.
4. WSC stakeholders suggest that SOUL comes up with a proposal regarding the Grievance cell.

**Action Items**

1. WSC SME Mr. Anil will share the Student feedback form with SOUL
2. Payment integration meeting to be scheduled with HDFC bank on 12/05/2023 at 12pm
3. SOUL will check the feasibility for the UI changes suggested by WSC like Font size, navigation bar size, multiple logo placements,colour code, etc.
4. SOUL technical team / higher management will consult with WSC higher management regarding the provision of the OCAC server desktop version
5. SOUL to prepare a presentation on student grievance process and discuss with WSC SME and stakeholder