**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 18-May-2023 |
| **Meeting Time** | 3:00PM |
| **Meeting Duration** | 3hrs |
| **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** |
| Sharmistha Panda | SOUL |
| Abhishek Adhikari | SOUL |
| Amit Lenka | SOUL |

**Points Discussed**

The following points were discussed:

1. WSC stakeholder requested SOUL team to identify the percentage of gap in requirements (existing versus changes to be incorporated)
2. SRS walk through with finance and accounting team to be scheduled on Monday i.e. 22nd May 2023
3. SOUL team will attach a signing cover page to all the SRS documents and send them to all WSC SME’s for sign off
4. A meeting of all WSC SME's and stakeholders will be planned to discuss open problems, such as SRS sign off and consensus from all SME's of SOE, SOS, and Academy with regard to the proposed field/screen label change
5. SOUL will share mock versions (ppt / document) of reports and dashboard templates with WSC SME's and stakeholders during all WSC stakeholders meeting
6. WSC stakeholders and the SOUL team spoke with OCAC poc Mr. Chandan during a call about the availability of the OCAC server. According to Mr. Chandan, SOUL will receive a server version running CentOS. SOUL team said they will consult with the technical team to determine whether it is feasible.
7. WSC Stakeholder requested that SOUL team to shorten the project duration and prepare for incremental (module wise) delivery
8. SOUL highlighted the addition to scope (change request) for the features that were discovered during the requirements study but were not specified in the request for proposal document.

**Action Item**

SOUL team will attach a signing cover page to all the SRS documents and send them to all WSC SME’s for sign off