**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | Virtual Meeting |
| **Meeting Date** | 03-Aug-2023 |
| **Meeting Time** | 3:00 PM |
| **Meeting Duration** | 30mins |
| **Meeting Topic** | Weekly Project Review Meeting |

**In Attendance (WSC)**

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

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Amit Lenka | SOUL |
| Sharmistha Panda | SOUL |
| Abhishek Adhikari | SOUL |
| Tousiff Shaik | SOUL |

**Points Discussed**

The following points were discussed:

1. The assessment component and module structure shared by WSC examination department was discussed by SOUL and WSC team (query clarifications wrt SLCM master data entry)
2. WSC will coordinate with the concerned owner to share the corporate calendar template
3. To send email notifications as part of the workflow for all modules, WSC will create a generic email address and share the login details with SOUL team
4. To help WSC IT team fill out the SLCM roles and permission template, SOUL team has proposed WSC for a demo session on SLCM on 4th Aug 2023. WSC to confirm their availability
5. Payment Gateway, SOUL team will complete HDFC bank integration before moving on to Axis bank integration

**Action Points**

1. WSC will share the corporate calendar template with SOUL
2. WSC to share a generic email address with SOUL team