**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 04-July-2023 |
| **Scheduled Meeting Time** | 3:30PM |
| **Actual Meeting Time** | 4:00PM |
| **Meeting Duration** | 1.5hr |
| **Meeting Topic** | Roles and Permissions, SLCM / HRMS modules release, Project Plan Issue logs review, Design Documents |

**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 |

**Points Discussed**

The following points were discussed:

1. The high-level features of SLCM and HRMS, which are scheduled to be delivered by the end of August, were discussed
2. WSC is having difficulty understanding the shared Roles and Permissions templates. SOUL will discuss internally on how to simplify the template format for WSC users to fill in with data
3. The WSC and SOUL authorities signed the master sign-off page for the requirements phase
4. Design Document - SOUL team requested clarity on the HLD template ( sections list) shared by WSC. WSC will share the HLD and LLD samples with SOUL team
5. SOUL team expressed concern about the HDFC team's no response for payment integration testing kit enquiries
6. WSC proposed a Steering Committee meeting with WSC higher management

**Action Points**

1. SOUL team will discuss the Roles and Permissions template format internally and share the revised version with WSC
2. WSC will share the HLD and LLD sample documents with SOUL team
3. WSC will coordinate with HDFC team to provide the required testing kit to SOUL team