**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | Virtual Meeting |
| **Meeting Date** | 13-July-2023 |
| **Meeting Time** | 3:00PM |
| **Meeting Duration** | 45mins |
| **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 |

**Points Discussed / Action Points**

The following points were discussed:

1. WSC will fill out role and permission templates and share them with SOUL by next week --> **tentative date 18-Jul-2023**
2. WSC will go through the master data template (SLCM & HRMS) shared by SOUL for further clarification --> **Next week**
3. WSC will provide a generic email address to send email notifications as part of the workflow
4. SOUL team will share the Training and Placement design document for review and sign-off --> **14-Jul-2023**
5. SOUL team will internally discuss the requirements for room utilization and data capture and provide the data template accordingly
6. WSC will coordinate with higher management / relevant stakeholders on their availability for the Steering Committee Meeting --> **Next week**