**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | Virtual Meeting |
| **Meeting Date** | 20-July-2023 |
| **Meeting Time** | 3:15PM |
| **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 share the roles and permission templates, filled up with sample roles and share them with SOUL for review and feedback by **21st July 2023**
2. On July 24th , WSC will conduct an internal meeting with users (SLCM / HRMS) for filling out master data in the templates shared by SOUL on July 7, 2023. WSC will share the filled in template next week by **July 26, 2023**
3. WSC will provide the requested templates of SLCM and HRMS by **July 22, 2023**
4. SOUL and WSC discussed about High Level Design (HLD) rather than Low Level Design (LLD) being the deliverable of the design phase milestone. WSC authority will review the Training and Placement HLD document shared by SOUL and will suggest an alternative solution to the template / contents shared by SOUL