**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | Virtual Meeting |
| **Meeting Date** | 27-July-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 |

**Points Discussed**

The following points were discussed:

1. SOUL team has received filled-out HRMS roles and permission templates from WSC.
2. WSC has completed the data entry in the HRMS master template and provided it to SOUL team
3. All of the following templates, except for the corporate calendar and participation certificate, are available from WSC. As stated by WSC, the TnP department does not have participation certificate; as a result, SOUL team has been requested to propose / design the required template. WSC will coordinate with the concerned owner to share the corporate calendar

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| **Module** | **Template** |
| **SLCM** | Event calendar template ( template) |
|  | Calendar templates : Student Activity, Corporate and Academic (template) |
|  | Student Applicant Rank(Print format) |
|  | Student Admit Card (Print Format) |
|  | Student Applicant (Print Format) |
| **Accounts** | Money Receipt (Print Format)- Student |
|  | Money Receipt or invoice (Print Format)- Vendor |
| **ToT** | Participant Certificate (Print Format) |
| **Procurement** | Purchase order - (Print Format) |
| **HRMS** | Admit Card- (Print Format) |
|  | Job offer- (Print Format) |
| **TNP** | Participation certificate (such as seminar, workshops,etc) |

1. 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
2. To help WSC IT team fill out the SLCM roles and permission template, SOUL team will arrange a demo session on SLCM

**Action Points**

1. WSC will share the corporate calendar template with SOUL
2. SOUL team will plan a demo schedule next week