**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 04-May-2023 |
| **Scheduled Meeting Time** | 5:00pm |
| **Actual Meeting Time** | 6:00pm |
| **Meeting Duration** | 1h |
| **Meeting Topic** | Weekly Project Review Meeting |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| --- | --- |
| **Attendee’s Name** |  |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |
| Swagatika Mohapatra | SOUL |
| Nehal Kumar | SOUL |

**Points Discussed**

1. Integration:
2. WSC has a software for attendance. WSC stakeholders will coordinate with the concerned person (third party) to extract csv file or API. WSC stakeholder will discuss with the concerned third party on how to extract daily attendance logs
3. Payment gateway discussion will be initiated in the week from May 8 to May 12. The discussion will be with HDFC bank.Payment gateway details will be provided by HDFC people
4. Testing of payment gateway will be time consuming, hence, the discussion should be on time.
5. Other integration discussions will be done later
6. Data such as who checked in at 9:00am should be displayed to higher management on the dashboard of the ERP application.
7. WSC: Will the ERP base version include changes discussed during requirements?

Ans: SOUL: Base version of ERP will be the existing application

1. The ERP base version should suffice the basic needs of the users, such as student admission (program enrolment, course enrolment, attendance), employee life cycle, employee leave request, shift management
2. Master data to the base version of ERP application will be uploaded by the WSC users
3. WSC: Do you have any online exam assistance?

Ans: SOUL: No

1. Training and Placement will be different section in the project plan spreadsheet
2. Next project review meeting (monthly) will include all stake holders from WSC and SOUL

**Action items**

1. WSC stakeholder will coordinate with the payment gateway team to discuss payment gateway over the week of May 8–May 12
2. WSC stakeholder to coordinate with WSC SME’s to participate in the next project review meeting