**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 06-Apr-2023 |
| **Scheduled Meeting Time** | 3:00pm |
| **Actual Meeting Time** | 4:45pm |
| **Meeting Duration** | 45mins |
| **Meeting Topic** | Project Review Meeting |

**In Attendance (WSC)**

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

**In Attendance (SOUL)**

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| **Attendee’s Name** |  |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

1. The WSC Project Plan excel will only be maintained in one version. The planned start date / end date , actual start date/ end date of all phases along with issues will be maintained in the plan
2. Training module (features) will be developed. The placement module will be integrated
3. The WSC SMEs must approve / sign off emails that include discussion points from meetings where requirements were captured. SOUL will specify a deadline for signing off the email. The requirements will be deemed approved if no response is received within the specified time period
4. SOUL will send email to WSC SME’s to fill up the data import template. The same shall be mentioned in the WSC project plan
5. WSC proposed that SOUL team to operate from WSC premises for the initial stages of the implementation to make the collaboration more productive
6. Every Thursday, internal project review meeting will be held