**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 27-Apr-2023 |
| **Scheduled Meeting Time** | 3:00pm |
| **Actual Meeting Time** | 6:15pm |
| **Meeting Duration** | 1h15m |
| **Meeting Topic** | Weekly 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**

Point 1: Details about the OCAC server configuration will be shared with SOUL. The SOUL point of contact and the OCAC point of contact will collaborate closely on the server installation.

Point 2: The tender document specifies a 180 day schedule for project execution. The tender document also includes a time frame of 365 days.

Point 3: For uploading data to the ERP base version (OCAC server), the data template will be shared with the respective WSC SME’s .Post development, when changes or additions to the screens (like the addition or deletion of a field) are done, WSC SME’s will be requested to re-enter the data

Point 4: During the analysis of the Finance and Accounting module, the requirements of companies OSDA and WSC shall be discussed with Mr. Bhibu (CFO). The WSC Principal will be consulted about it as well

Point 5: The SRS documents should be shared with WSC SME’s for their signing-off. Instead of five days, the SRS sign-off timeline will be three days.

Point 6: Training module requirements schedule fixed on 28th Apr 2023

Point 7: All WSC SME's will participate in the weekly project review meeting starting next week (1st May - 5th May) to discuss and resolve open issues.

**Action Items**

Point 3: For uploading data to the ERP base version (OCAC server), the data template will be shared with the respective WSC SME’s - SOUL team has shared the data templates for Procurement & Inventory, Students Management & Academics System, Finance & Accounting and HRMS on 28th Apr and 1st May 2023.

Point 5: SOUL team has shared the SRS documents with WSC SME of Procurement & Inventory for sign-off.

Point 6: The Training module requirements discussion done on 28th Apr 2023.

Point 7: WSC Stakeholder to coordinate for WSC SME’s participation in the weekly project review meeting