**Minutes of meeting (24th)**

**Date**: Wednesday, 9th August 2023

**Location**: Bhutan Post, ICT Division

**Agenda**: System study on fleet management

**Participants:**

1. Jamyang Phuntsho (ICT)
2. Sherab Gyeltshen (ICT)
3. Phuntsho Dorji (ICT)
4. Kencho Dorji (AHRD)
5. Sonam Chophel (Athang)
6. Tobden Gyeltshen (Athang)
7. Rinchen Wangmo (Athang)

The meeting commenced with the Athang team presenting their existing fleet management system, which was found to be inadequate for our requirements. During the presentation, it was noticed that the Athang team was not entirely comfortable with their current system, as they were not sure about the usage and functions of certain fields. Subsequent to the presentation, we engaged in a discussion regarding the desired functionality of the Bhutan Post fleet management system, during which we shared our specific requirements and changes.

After a discussion, the following requirements and changes were established:

1. **Delete Option for Master Data and other Entries**: System should allow the deletion of master data and other entries when needed.
2. **Solve Issues with Adding and Editing Data**: There were issues with adding and editing data in the master records, and these issues need to be resolved for smoother data management.
3. **Location Sorting and Driver Display**: Locations should be sorted based on the selected region, and the system should display only the drivers listed under the chosen location.
4. **User-Friendly Field Names**: Some field names need to be changed to be more user-friendly and easier to understand.
5. **Add Vehicle Variant Field**: When registering a new vehicle, a field for specifying the vehicle variant should be added.
6. **Vehicle Requisition Option**: Similar to the vehicle maintenance particulars requisition, a vehicle requisition option is needed to facilitate vehicle requests.
7. **Service Item Name Display**: Instead of displaying service item codes, the system should show the service item names to improve user-friendliness.
8. **Vehicle Requisition Notifications**: When a vehicle requisition is made, the system should automatically notify the applicant if the requested vehicle is already booked, so they can consider alternative options.

In addition, Athang team should have a clear understanding of the function of each field to facilitate better communication and presentation, so that it will be easier for Bhutan Post to understand.