MINUTES OF MEETING

ERP PROXIMO-FULL SUIT IMPLEMENTATION

ARIHANT ELECTRICALS PVT. LTD.

SCHEDULED MEETING DATE			
	DATE	**TIME**	**MEETING LOCATION**
FOR THE DAY	11-DEC-2023	12:00 – 13:00 hrs.	VIRTUAL
SCHEDULED DATE	11-DEC-2023	12:00 – 13:00 hrs.	VIRTUAL
NEXT SCHEDULE	12-DEC-2023	12:00 – 13:00 hrs.	VIRTUAL

MEMBERS PRESENT IN THE MEETING		
Sl.No	**TEAM AUTUS**	**TEAM ARIHANT**
1.	Ms. Pooja Bora	Mr. Arun Sharma
2.	Mr. Rahul Raj	Mr. Sudhansu Samal
3.		Mr. Ashwani Mahajan
4.		Mr. Hemaang Jain
5.		Mr. Amit
6.		Ms. Shriti

AGENDA FOR THE DAY		
Sl.No	**Module**	**Topic To be Discussed**
1.	SALESFORCE AUTOMATION	BRD of Planner, Monthly Tour Plan, Daily sales Report and Secondary Sales.
2.	CUSTOMER SELF SERVICE PORTAL	BRD of CSS Portal

	POINTS OF DISCUSSION			
Sl No.	Point of Discussion / Activity		Action / Status / Remarks / Decision	
		TYPE	TEAM ARIHANT	TEAM AUTUS
1.1	**PLANNER**			
	Monthly Tour Plan (MTP)	Entry Form	TEAM ARIHANT Raised requirement. Refer to Additional Requirement table <u>Point no 1</u>	Change has been noted down for Internal discussion Please refer Requirement table <u>Point no 1</u>
	Day Planner	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Daily Sales Report	MIS Report	TEAM ARIHANT Raised requirement. Refer to Additional Requirement table <u>Point no 2</u>	Change has been noted down for Internal discussion Please refer Requirement table <u>Point no 2</u>
	TA/DA	Transaction Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
1.2	**Secondary Sales**		NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Secondary Market Order	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Secondary Sales MIS	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	DSR Report	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED

	Area Visit Report	Transaction Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Redeem Points	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
1.3	**SALES FORECASTING**			
	ESS	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Primary	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Secondary	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	MIS	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	ESS By Value	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	ESS By SKU	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	ESS Report	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Customer Buying Pattern	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Product Buying Pattern	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED

	ESS By Value	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Order To Dispatch Aging Report	Transaction Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Product Buying Pattern	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Area Performance	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Customer Wise	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Product Wise	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Sales Person Performance	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Sales Person Performance	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
2.	**CUSTOMER SELF SERVICE PORTAL**	CSS PORTAL	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED

ADDITIONAL REQUIREMENT TABLE		
Sl. No.	Point of Discussion / Activity	Action / Status / Remarks / Decision
1.	Integration of national holiday database into the calendar system and feasibility of incorporating state-wise holidays into the system.	1. Additional requirement has been noted down and will be maintain in BRD Document for Implementation.
2.	Facilitate the tracking of unplanned visits and the creation of customer profiles on-the-go.	1. Additional requirement has been noted down and will be maintain in BRD Document for Implementation.
3.	BOM PDF should be generated from system and need to attach to client	1. In ERP already have this provision of BOM
4.	Mail pop up notification required in ERP	1. E-Mail API integration will be Implemented in Go live Stage

ACTIVITY CHART					
Sl. No.	MODULE	ACTIVITIES FOR THE DAY	PLANNED FOR THIS MEETING	COMPLETED	PLANNED FOR NEXT MEETING
1.	SFA	PLANNER	YES	YES	NO
2.	SFA	SECONDARY SALES	YES	YES	NO
3.	SFA	SALES FORECASTING	YES	YES	NO
4.	CSS PORTAL	CSS PORTAL	YES	YES	NO

AGENDA FOR NEXT MEETING		
Sl.No	Module	Topic To be Discussed
1.	HUMAN RESOURCE MANAGEMENT SYSTEM	BRD OF HRMS MASTER AND CAREER

SCHEDULE FOR NEXT MEETING			
	DATE	TIME	MEETING LOCATION
NEXT SCHEDULE	12-DEC-2023	12:00 – 13:00 hrs.	VIRTUAL

PARTICIPATING MEMBERS FOR NEXT MEETING		
Sl.No	TEAM AUTUS	TEAM SRT
1.	Mr. Rahul Raj	Mr. Arun Sharma
2.	Ms. Pooja Bora	Mr. Sudhanshu Samal
3.		Mr. Niraj Pandey
4.		Mr. Hemang Jain

TO DO's			
Sl. No.	Team	Task / Information to be provided	Latest By
	TEAM AUTUS		
1.	Ms. Pooja Bora	Minutes of Meeting to be updated.	11-DEC-2023
	TEAM ARIHANT		

AUTUS CYBERTECH PRIVATE LIMITED

1/10, SINGLE STOREY, TILAK NAGAR,

NEW DELHI-110018

www.autuscybertech.com