

Meeting Title	Requirements Gathering of PaperLess GMP.		
Date of Meeting	29/01/2024	Time	8.30 AM - 10.35 AM
Meeting Mode	Microsoft Teams Meeting (Virtual)		
Meeting Called by	Arna Pharma Team (Miss. Mamatha)	Meeting Location	Virtual
Meeting With	GMP Team (Miss. Megha, Miss. Nikita, Miss. Vaishnavi)	Meeting Attended by	AP Team Miss. Mamatha Mr. Shekhar, Mr. Eddie, Mr. Jonas, Mr. Lucas) GMP Team – Miss. Megha, Miss. Nikita, Miss. Vaishnavi)

SR.NO	POINTS DISCUSS	Changes Required by AP Team.	Justification/ Remark by GMP Team
1.	Nomenclature Change from RM to Starting Material	1. The AP team requires additional time to understand the implications of this change.	1. Megha Ganage will Coordinate with the AP team to allow sufficient time for them to assess the implications. Also, will check with respective teams on the efforts involved in this change.
2.	Miscellaneous Module	2. Carina Flodin introduced the Miscellaneous Module for adding additional Material Types, Unit of Measurement (UOM), etc.	2. Provide any necessary information related to the Miscellaneous Module.

3.	Removal of HSN Code, Min Order Qty, Unit, Min Inventory, Unit, Min Purchase Limit, Storage	3. We Proposed the removal of HSN Code, Min Order Qty, Unit, Min Inventory, Unit, Min Purchase Limit, and Storage.	4. @Ms. Megha Will Coordinate with the team to Implement the removal of the specified elements.
4.	Login Credentials for Live Software	5. Suggested providing login credentials for the live software to the AP team. This will enable them to compare the actual software capabilities against the trial version.	6. Facilitate the provision of login credentials for the AP team.
5.	Specifications List	3. Eddie Vaiciurgis and Carina Flodin are tasked with providing a specifications list.	4. Provide the specifications list as needed by the Cyclone team.
	<p>Remark by GMP Team/Arna Pharma Team</p> <ol style="list-style-type: none"> 1. A follow-up meeting scheduled to review progress on action items. GMP team will work out on the other formats and flows as per the Arna Pharma. 2. Team leads are encouraged to communicate any challenges or updates related to the assigned tasks. 		