

Meeting Title	Requirement Collection		
Date of Meeting	12 th Feb & 13 th Feb 2025	Time	10.00 AM – 5.30 PM
Meeting Mode	Offline at Client Site (Goa)		
Meeting Called by	Meha Team	Meeting Location	Unit II
Meeting With	GMP Team (Mr. Sachin, Miss. Vaishnavi, Miss. Nikita, Mr. Vivek, Mr. Prathamesh)	Meeting Attended by	Meha Team & GMP Team

Department: HR			
SR.NO	Points Discuss	Suggestions/ Changes Required by AP Team	Remarks/Timeline by GMP Team
1.	Leave Master	Remove Designation want one Common master for all Designation	Done
2.	Salary Head	Need to Keep Manual For Making Salary Annexure	Done
3.	Manpower Requisition	Remove grade or either remove form mandatory	Done
4.	Interview process (Final Round)	- Want appointment letter with annexure	Pending
		- After every final round it need to go for approval in management dept.	Done
5.	New employee registration	Add new option in Dropdown under Employee Category as a Contract Based Employee. & Wages.	Done
		Give Field to add Previous Experience in Pharma.	Done
6.	Employee List	After Updating Employee Inf., No need of Approval Process.	Done
7.	Inter Department Transfer	Shared Process Flow Of inter Department Transfer.	Done
8.	Appraisal Flow	Shared Process Flow of Appraisal	Pending

9.	Inter Designation Change	Need Module for the same	Done
10.	Medical Checkup	<ul style="list-style-type: none"> - Post Joining (Please Check the Flow) - Log <ol style="list-style-type: none"> 1. Medical Due Report – Periodically 2. Category Wise & Date Wise Medical Checkup Report. 	Pending
11.	Individual Attendance	<ul style="list-style-type: none"> - Month Wise (Complete Emp. Data, Id, Dept, Designation, Present Days) - Need to Generate Different Reports of Attendance <ol style="list-style-type: none"> 1. Attendance Summary 2. Late time Report 3. Overtime Report 	Pending
12.	Salary Slip	<ul style="list-style-type: none"> - After Approval of Accounts Only Need to Come to Generate Salary Slip. - When we Send Reports to Account Person Need to Generate 2 Reports one with OT & One Without OT. 	Pending
13.	Shift Change Request	HOD Responsible	Done
14.	Emp Leave Form	Need Field to mention Who is the Concern Person to Handle Duties?	Pending
15.	Achievement Rights	<ul style="list-style-type: none"> - Give Achievement Rights to add under Dept. Head 	Pending
16.	Resignation	<ul style="list-style-type: none"> - Salary Will Proceed Through FNF. 	Pending
17.	Labor Report	<ul style="list-style-type: none"> - Salary Head - Give Rights to Security Person to add or Registered Labor. - Labor Report Generate as per the Contractor. 	Pending

18.	Employee Exit	Dropdown 1. Resignation 2. Absconding 3. Termination	Pending
19.	Extra	Want Option to Upload Template & Letter to edit the same.	Pending

Department: Security

SR.NO	Points Discuss	Suggestions/ Changes Required by AP Team	Remarks/Timeline by GMP Team
1	Security Form	1. LR/Docate No 2. Eway Bill – Need in Security non-mandatory 3. Need to show material Name and Qty to security 4. After Security process Done it will go for approval to store	Pending

Department: Store

SR.NO	Points Discuss	Suggestions/ Changes Required by AP Team	Remarks/Timeline by GMP Team
1	Challan Process	Skip challan process	Pending
2	Receiving form	1. Add container type box -> Glassware 2. At the time of receiving give selection for weighing is applicable or not 3. Receiving label, they don't have this. First label is Quarantine. 4. Minimum inventory trigger tab need in store as well 5. QC reject material flow	Done
3	Damage Container	6. IPQA Remark need at Damage inspection	Done
4	Weighing Form	1. In weighing give criteria selection whether it is 100% or $\sqrt{n}+1$ 2. At the time of weighing labeling Details Not mandatory	Done

5	GRN	3. after retest in GRN number R is mention 4. If 15 days left active GRN button in retest management 5. Need status in GRN log Whether it is at sampling or testing stage 6. AR number generate at the time of qc approval after that it will go for store approval	Done
		7. Barcode do not need separate mentioned in label	Pending
		8. In GRN separate Damage Qty need to show	Done
6	Dispensing	9. Dispensing date and time need after sent request sent from production 10. LAF is not mandatory. 11. Dispensing label.	Pending
7	Stock Book	12. Stock Summary -AR wise & Go down Wise	Pending
		13. Stock Book Download in pdf and Excel as well	Done

Department: QC

SR.NO	Points Discuss	Suggestions/ Changes Required by AP Team	Remarks/Timeline by GMP Team
1	Method	1. Method is according to specification 2. They send us STP format	Pending
2	Specification	1. In specification Qty is fixed. 2. 3month Notification for review	Pending
3	Sampling	1. Sampling area line clearance Remove they don't have this process. 2. OOS	Pending
4	HPLC	Remove this tab	Pending
5	Finish product	COA generate according to vendor/customer & company have different COA	Pending
6	Format	1. Stability Charge 2. Specification 3. Sampling checklist 4. All label format 5. Calculation 6. COA 7. RDS	Pending