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| **Meeting Title** | Requirements Gathering – Master Module -Data Review/ Clean Up. | |  |
| **Date of Meeting** | 21/03/2024 | **Time** | 9.30 AM – 8.30PM |
| **Meeting Mode** | OLIVE HEALTHCARE (client site) | |  |
| **Meeting Called by** | Olive healthcare team  Mr.Vikas Jha | **Meeting Location** | On-site |
| **Meeting With** | GMP Team (Mr.Sachin. B,  Miss.Vaishnavi. P,  Miss. Vaishnavi. R) | **Meeting Attended by** | OH Team  Mr.Vikas, Mr.Pratik, Mr.Chaitan, Mr.latin, Mr.Abhishek)    GMP Team – Mr.Sachin, Miss.Vaishnavi .P, Miss. Vaishnavi. R) |

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| **SR.NO** | **POINTS**  **DISCUSS** | **Changes Required by AP**  **Team** | **Justification/ Remark by GMP Team** |
| **1.** | **HR/ADMIN** | 1. Must be live immediately | 1. Can be Done |
|  | **QMS** | 1. Don’t want to skip QMS part | 1. Can be Done |
| **3.** | **FINISHED PRODUCT MODULE** | 1. Finished product code mapped with different product ( specially generic) 2. Finished product code must be customer specific | 1. Can be Done 2. Can be done |
| **4.** | **VENDOR LOG** | 1. Log includes vendor & material   integrated. i.e. vendor against material list .   1. Probationary vendor time check according to SOP. | 1. Can be done 2. Can be done |
| **5.** | **LOGGER** | 1. Give the option to upload data logger print | 1. Can be done |
| **6.** | **VENDOR**  **CODE** | 1. Two different codes for 2 separate vendors 2. Everything will remain common but during dispensing give the option for vendor selection ( Preferable vendor). | 1. Can be done 2. Can be done |
| **7.** | BOM | 1. Equipment numbering & measuring device controlling numbers should be different | 1. Can be done |

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| **8.** | **QA** | | 1. Common training attendance 2. Auto reading 3. Auto evaluation 4. Document archival 5. Go live tab for audit 6. Department log in 7. Need alert 8. QC summary auditable | 1. Can be done 2. Can be done 3. Can be done 4. Can be done 5. Can be done 6. Can be done 7. Can’t done 8. Can be done |
|  | | **Remark by GMP/Olive Healthcare team:** | | |