Minutes of Meeting

Client Name	Umang Trading - L7 Group
Project Name	Loan Management System
Date	18-August-2023
Attendees	**Umang Trading :** Arun Lodha, Deepika Umang, Hetal Patel, Krutika Karia **Thinkinno:** Hiren Acharya

Discussion Summary

The Objective of the meeting was to discuss the development of the Website to manage the Clients portal for Loan Management and develop a Web application to manage the Loan process activities of Clients.

Discussion Points:

1. **Website**
   1.1. General menus for Website (Need to discuss for any detailed additions).

   1.2. Prospect Registration.
   - 1.2.1. Prospect's Dashboard
   - 1.2.2. Facility to Apply for various Loans
   - 1.2.3. Checklist for Loan application for Company / HUF / Firm / Individual.
   - 1.2.4. Upload facility for the Loan Checklist documents.
   - 1.2.5. Approval / Disapproval of Loan application.
   - 1.2.6. Feedback on disapproval of Loan application.
   - 1.2.7. Facility to re-upload of documents.
   - 1.2.8. Download Loan application PDF / Complete / Scan & Upload.
   - 1.2.9. Download Loan Agreement PDF.
   - 1.2.10. On Approval filling the Loan Application Form.
   - 1.2.11. On Approval of Loan Application Signing of Loan Agreement (Will be manual)
   - 1.2.12. On Approval prospect tuns into Client and proceed for the disbursement of the loan to client.

2. **Web Application (Admin)**
   - 2.1. Verifying Loan Application documents.
   - 2.2. Approval / Disapproval of Loan Application.
   - 2.3. Rights to Proceed further for loan without all documents.
   - 2.4. Loan Disbursal with auto disbursement email.
   - 2.5. Maintaining the Loan accounts.
   - 2.6. Facility of repayment of loan and re applying the new loan.
   - 2.7. Quarterly reminder of Loans via email (Prior to 5 / 15 / 20 days end of the quarter)

2.8. On default of quarterly interest by the client the interest email for such a client should be send every 15 days till the next quarter. On payment of interest for the second quarter then system can send email according to the point no 1.2.6.

2.9. The Rate of interest will be charged flat for all the loan amount irrespective of old loan or new loan.

2.10. Maintaining new loan agreement for each new loan disbursed.

2.11. Accounts history download Facility.

2.12. Account Confirmation download facility for every quarter and upload facility after signed / scanned

2.13. On full repayment of loan auto Loan closure facility.

2.14. Admin Lead / Task Follow up facility. To do list.

3. Reports

3.1. Pending document reports of Prospects / Clients.

4. Additional Connectivity.

4.1. Umang Trading team will help us to extract the accounts and reports from Tally.

4.2. Umang Trading team will help us to connect CIBIL site to upload the quarterly interest payment data of the client.

5. Server

5.1. Umang Trading requires to host the application on their physical server.

Deliverable from Thinkinno:

1. SOW and quotation for the Loan Management System website and Web Application.