

## FYP Logbook Entry Sheet

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**Meeting No: 02**

**Date: 29/09/2024**

**Start Time: 10: 00 AM**

**End Time: 12:00 PM**

**Items Discussed:**

- a. Finalized the project idea, which is an AI-based Employee Management System (EMS).
- b. Discussed key features of the system, such as employee record management,otp validation, performance evaluations, and AI based insights for decision-making.
- c. Initial planning for the system's user interface, security protocols, and backend architecture.

**Achievements:**

- a. Finalized the project concept and key features of the EMS.
- b. Identified AI and automation as core components for streamlining administrative tasks.

**Problems:**

- a. Confusion regarding the user interface (UI) design and how the web format should look and function.

**Tasks for Next Meeting: (Write down the task assigned to you by your supervisor)**

- a. Focus on designing the user interface (UI) and finalize the overall web format of the EMS.

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**Student Sign**

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**Internal Supervisor Sign**

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**External Supervisor Sign**