**Proposed System**

**Prepare system**

1. Cron jobs to fetch meeting data from Microsoft outlook - will run at 4 am and prepare the system for the day
2. Cron job to fetch data from the smartsheets

**Users**

1. Admin
2. Meeting Participants

– differentiated by dashboard

– actions for meetings like edit, delete for admin and reschedule for participants

Software will have 2 modules -

1. Dashboard for all the summary - we need details on what analytics we wish to display

Who all is attending the meetings, who is invited, who is showing up, who is investing up their time, hours per project / individuals - stakeholders

**Pre meeting**

1. Meeting details project wise - agenda, time, documents
2. If someone is not available they can request to reschedule the meet
3. Meetings to be recurring or one time?
4. We need to know how data is currently stored in smartsheets to see how to integrate

**During meeting**

Transcripts will be generated

**Post meeting**

1. Call api to fetch information from the video conference application and store in database

At the end of the day push data to update smartsheets via cron job

**Tech Stack**

FE - React

BE - Django/Flask

Cache - Redis

Nginx - for reverse proxy

DB - RDBMS - MySQL

Server - AWS/ GCP/ Azure

Version Control - Git hub