Minutes of Meeting (MOM) Management

Project Description

- The MOM (Minutes of Meeting) Management System is designed to streamline how meetings are scheduled, recorded, and documented within an organization.
- It allows users to:
    - Schedule meetings (team, client, management, etc.),
    - Track attendance of participants,
    - Record key decisions, discussions, and action items, and
    - Upload documents such as presentations, notes, or MOM reports.

Screens List

1. Authentication & Dashboard
1. **Login Page:** Role-based authentication (Admin / Meeting Organizer (Convener)/ Staff)
2. **Dashboard:** Overview of upcoming, completed, and cancelled meetings. Displays meeting stats, recent MOMs, and pending follow-ups.
3. **Profile:** View/update user details (staff/student).

2. Master Configuration
- Meeting Type
- Staff
- Department
- Venue

3. Meeting Management
- Creation/Edit of Meetings
- Cancel Meetings
- Meeting List/ Calendar View
- Meeting Detailed View

4. Attendance & Participants
- Add Meeting Members
- Mark Attendance
- View Attendance Summary

5. Reports & Analytics
- Meeting Summary Report
- Meeting Wise Report
- Export to Excel / PDF

Database Schema Description

1. MeetingType

Purpose: Stores the different categories or types of meetings (e.g., Team Meeting, Client Meeting).

Column Name	Description
MeetingTypeID	Primary Key. Unique identifier for each meeting type.
MeetingTypeName	Name of the meeting type (e.g., "Project Update").
Remarks	Optional notes or comments about the meeting type.
Created	Timestamp when the meeting type was created.
Modified	Timestamp when the meeting type was last updated.

2. Meetings

Purpose: Stores actual meeting records with related data.

Column Name	Description
MeetingID	Primary Key. Unique ID for each meeting.
MeetingDate	Date and time when the meeting is scheduled.
MeetingTypeID	Foreign Key to MOM_MeetingType. Indicates the type of meeting.
MeetingDescription	A brief description of the meeting purpose or agenda.
DocumentPath	File path to any associated meeting document.
Created	Timestamp when the meeting record was created.
Modified	Timestamp when the record was last updated.
IsCancelled	Indicates if the meeting was cancelled (bit/boolean).
CancellationDateTime	Date and time when the meeting was cancelled.
CancellationReason	Reason why the meeting was cancelled.

3. Staff

Purpose: Stores details of staff who participate in meetings.

Column Name	Description
StaffID	Primary Key. Unique ID for each staff member.
StaffName	Full name of the staff member.
MobileNo	Mobile number for contact.
EmailAddress	Email address of the staff member.
Remarks	Optional comments or notes.
Created	Timestamp when the staff record was created.
Modified	Timestamp when last modified.

4. MeetingMember

Purpose: Maps staff to meetings; tracks attendance.

Column Name	Description
MeetingMemberID	Primary Key. Unique identifier for each record.
MeetingID	Foreign Key to MOM_Meetings.
StaffID	Foreign Key to MOM_Staff. Indicates which staff member attended.
IsPresent	Bit flag to indicate whether the staff was present.
Remarks	Optional remarks related to attendance or role.

Created	Timestamp when the record was created.
Modified	Timestamp when the record was last updated.