



## BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University - Chennai, Accredited by NAAC with A+ Grade  
Sathyamangalam – 638401 Erode District, Tamil Nadu, India

**STUDENT NAME:** CHANDHRU J

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**SEAT NO:** 384

**PROJECT ID:** 31

**PROJECT TITLE:** MINUTES OF MEETING AUTOMATION

### TECHNICAL COMPONENTS:

Component	Tech Stack
Backend	Express JS with Node JS
Frontend	Angular JS
Database	MongoDB (NoSQL)
API	RESTful API

### IMPLEMENTATION TIMELINE:

Phase	Deadline	Status	Notes
Stage 1	31/07/2024	Completed ▾	Planning and Requirement gathering
Stage 2		In Progress ▾	Design and UI/UX Prototyping
Stage 3		Not Started ▾	DB Designing & Implementation
Stage 4		Not Started ▾	Backend Development
Stage 5		Not Started ▾	Integration & Testing
Stage 6		Not Started ▾	Deployment

## **PROBLEM STATEMENT:**

The current manual process of documenting minutes of meetings within our campus community is inefficient and error-prone, causing time-consuming documentation, inconsistent formats, poor accessibility to past records, and delayed dissemination of meeting outcomes. To address these issues, we propose a web-based application using Express.js, Node.js to automate the workflow of generating and managing minutes of meetings. This system will streamline documentation, ensure consistency and accuracy, improve accessibility, and expedite the review and approval process, enhancing communication and decision-making across the campus.

## **PROJECT-FLOW:**

### **PURPOSE:**

The purpose of this project is to develop an automated Minutes of Meeting (MoM) generation system tailored to the needs of the campus community. The system aims to streamline the process of documenting, reviewing, approving, and disseminating minutes of meetings, ensuring accuracy, consistency, and timely availability of meeting records.

### **SCOPE:**

- Automate Documentation: Streamline the process of recording, transcribing, and formatting minutes of meetings to ensure consistency and accuracy.
- Improve Efficiency: Reduce the time and effort required to document, review, approve, and distribute minutes, enabling timely dissemination of meeting outcomes.
- Enhance Accessibility: Provide a centralized, searchable repository for storing and retrieving minutes of meetings, ensuring easy access to past records.
- Standardize Formats: Implement standardized templates for different types of meetings to ensure uniformity in documentation.
- Facilitate Feedback and Approval: Implement automated workflows for reviewing, providing feedback, and approving minutes, expediting the finalization process.
- Integrate Technology: Utilize angular js and related technologies to build a robust, scalable, and secure web-based application tailored to the needs of the campus community.

## **WORKFLOW:**

### **ADMIN:**

The MoM automation system will enhance operational efficiency within the college by automating and streamlining the documentation of meeting minutes. This will reduce administrative overhead, ensure compliance with institutional standards, and provide accurate and accessible meeting records. The system will ultimately contribute to improved communication, decision-making, and accountability across the institution.

### **USER PROGRESS:**

- ✓ Participants: Attend meetings and need access to view scheduled meetings, meeting details, and approved minutes. They require a user-friendly interface to access meeting information and records.
- ✓ Coordinators: Responsible for scheduling meetings, recording minutes in real-time, and managing the review and approval process. They need tools to efficiently document and distribute meeting minutes.
- ✓ Administrators: Oversee the entire process, manage user roles and permissions, and ensure compliance with institutional standards. They need a dashboard to monitor system usage, view summaries, and manage user access.

### **FEATURES:**

- ✓ Forms for meeting type selection (advisory board, board of study, standing committee, academic counselling, management), date and time input, venue selection, participant invitations.
- ✓ Real-time validation to ensure no scheduling conflicts and adherence to institutional policies.
- ✓ Real-Time Minute Recording
- ✓ Description: Enable coordinators to record meeting minutes in real-time.

### **SPECIAL FEATURES:**

- ✓ Tools for documenting discussions, decisions, and action items.
- ✓ Predefined templates to ensure consistency and completeness of the recorded minutes.
- ✓ Post-Meeting Documentation

- ✓ Description: Facilitate the post-meeting process of documenting and finalizing minutes.

**Features:**

- ✓ Automated transcription and formatting of recorded minutes.
- ✓ Options to upload supporting documents and attach them to meeting records.
- ✓ Review and Approval
- ✓ Description: Enable designated reviewers to manage and approve meeting minutes.

**CONSIDERATIONS:**

- ✓ Tools for documenting discussions, decisions, and action items.
- ✓ Predefined templates to ensure consistency and completeness of the recorded minutes.
- ✓ Post-Meeting Documentation
- ✓ Description: Facilitate the post-meeting process of documenting and finalizing minutes.

**Features:**

- ✓ Automated transcription and formatting of recorded minutes.
- ✓ Options to upload supporting documents and attach them to meeting records.

**Review and Approval**

Description: Enable designated reviewers to manage and approve meeting minutes.

**DEPENDENCIES:**

Access restrictions and strong encryption are put in place for security. Growing user loads and data volumes are handled via scalable architecture. Across devices, interactions may be fluid thanks to responsive design. Updates in real time are enabled using mongo DB or related technologies. System uptime is guaranteed by routine backups and monitoring.

## FLOWCHART:

