



BANNARI AMMAN

INSTITUTE OF TECHNOLOGY

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NAME	HEMANANDH P
ROLL NO	7376222AG122
SEAT NO	369
PROJECT ID	31
PROBLEM STATEMENT	MoM automation-Portal to generate MoM (Minutes of Meeting) for BoS, ACM, SCM

INTRODUCTION:

Portal to generate MoM (Minutes of Meeting) for BoS, ACM, SCM:Help to know the Details Information Discussed in the meeting.

Meeting minutes (MoM) are a formal record of the conversations, decisions, and actions that occurred during a meeting. They serve as a formal record that captures the main aspects and conclusions of the meeting, ensuring that everyone participating has a clear idea of what was discussed and what has to be done next.

Here's a basic outline of structure of Minutes of Meeting Portal

SCOPE:

- Automate the scheduling, drafting, reviewing, approving, and distributing of MoMs.
- Create a centralized repository for storing and retrieving past MoMs.
- Provide role-based access and authentication.

1.USER AUTHENTICATION:

- Users must log in to use the portal, so that only authorized workers may read and produce meeting minutes. This safeguards sensitive data from unauthorized access.
- Users are allocated different roles (e.g., admin, participant, viewers), which allow them to have specialized access and editing capabilities appropriate to their tasks in BoS, ACM, and SCM meetings.

2.MEETING SCHEDULING:

- The portal offers a simple interface for booking meetings, allowing users to easily specify the date, time, venue, and attendees.
- Integrates seamlessly with common calendar systems such as Google Calendar and Outlook, allowing for automated syncing of meeting data with participants' calendars.
- Facilitates the preparation and sharing of meeting agendas ahead of time, allowing participants to examine and add to agenda items prior to the meeting.

3.AGENDA MANAGEMENT:

- Users may simply create and alter meeting agendas within the site, including subjects, discussion points, and time allocations.
- Allows attendees to contribute agenda items, comment on proposed topics and prioritize discussions prior to the meeting.
- Automatically delivers finalized agendas to attendees prior to the meeting, ensuring that everyone is prepared and aligned on discussion topics.

4.REAL-TIME NOTE TAKING:

- Provides a collaborative environment where meeting participants can take notes simultaneously during the meeting.
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- Users may arrange notes using bullet points, headings, and links to improve clarity
- These real-time notes are automatically integrated into the meeting minutes creation process, ensuring precise capture of conversations and decisions.

5.AUTOMATED MINUTES GENERATION:

- Artificial intelligence (AI) algorithms are used to automatically summarize meeting notes, including talks, decisions, and action items.
- Ensures that meeting conclusions are accurately documented, minimizing human work and potential mistakes in minute taking.

6.DISTRIBUTION AND NOTIFICATIONS:

- Automatically sends finalized meeting minutes to participants via email or through the portal, ensuring timely access to meeting records.
- Sends automated reminders and notifications to participants about upcoming meetings, agenda updates, and pending action items.

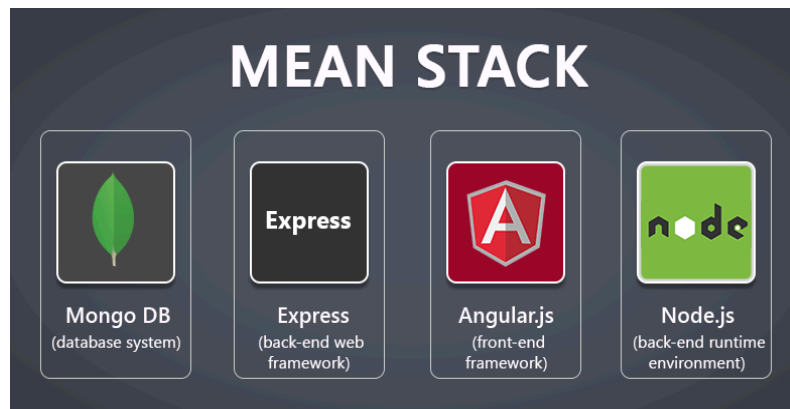
- Ensures that only authorized participants have access to meeting minutes while ensuring confidentiality and security.

7.SEARCH AND ARCHIVE:

- Users may search through past meeting minutes using keywords, dates, attendees, or other relevant criteria, allowing for easy access to particular information.
- Provides a centralized repository for keeping and organizing past meeting records, making them easy to find and reference when needed.Promoting transparency and accountability.

REQUIREMENTS
1.) Login Portal (Different roles Student, Faculty, Admin Staff with specific permissions)
2.)Dashboard(Schedule Meeting, View Meetings, Settings)
3.)Schedule Meeting(Date, Time, Participants, Agenda)
4.)Real-time Note Taking(Participants take notes in real-time)
5.)Distribution and Notifications(Send finalized minutes to participants)
6.)Search and Archive(Allow users to search past meeting minutes by date,time,participant)

TECHNOLOGY: MEAN



IMPLEMENTATION TIMELINE:

<u>Phase</u>	<u>Deadline</u>	<u>Status</u>	<u>Notes</u>
<u>Stage 1</u>	31/07/2024	Under review ▾	Planning and Requirement Gathering
<u>Stage 2</u>		Not started ▾	Design and Prototyping
<u>Stage 3</u>		Not started ▾	DB Designing
<u>Stage 4</u>		Not started ▾	Backend Implementation
<u>Stage 5</u>		Not started ▾	Testing & Implementation
<u>Stage 6</u>		Not started ▾	Deployment

FLOW CHART:

