

# Minutes Of the Meeting

- Weekly meetings on Wednesday at 3 p.m.
- Start from scratch
- Use latest technology like wordpress
- Drawbacks of current system
  - No versioning
  - Bad global search
- Requirements
  - Each office person will have their own login
  - A proper user friendly interface for uploading files
  - Only admin can upload new files
  - Enable versioning in files
  - Should be able to view flow of navigation while searching for a file
  - Global search
  - A robust document management system
  - Proper categorisation of each office and related pages
  - FAQ section under each office's page
  - Print to PDF
  - Option to compare two PDFs and look at differences in both versions