



## **BANNARI AMMAN INSTITUTE OF TECHNOLOGY**

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**SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA**

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### **Stage 1 Review-Full Stack Development**

**Name:** Jananipriya S

**Register Number:** 7376222CT118

**Department:** Computer Technology

**Project ID:** 31

**Module Name:** MoM Automation

**Module Description:** Portal to generate MoM for BoS, ACM, SCM

**Domain:** Autonomy

# MoM Automation

## Problem Statement:

Institutions often struggle with the manual and time-consuming process of generating and managing Minutes of Meeting (MoM) for Boards of Studies (BoS), Academic Council Meetings (ACM), and Staff Council Meetings (SCM). This leads to inconsistencies, errors, and inefficiencies. An automated portal is needed to streamline the creation, review, approval, and distribution of MoMs, ensuring standardization, accuracy, and timely dissemination across these crucial academic and administrative meetings.

## Definition:

**MoM Automation** refers to the process of using technology to streamline the creation, management, and distribution of Minutes of Meeting (MoM). This involves automating tasks such as scheduling meetings, capturing discussions, generating standardized documents, and distributing the finalized minutes to ensure consistency, accuracy, and efficiency in documenting and communicating meeting outcomes. Agenda which specifies the entire meeting as a table of contents.

## Abbreviations: SCM - Staff Council Meeting

➤ <b>BoS</b> - Board of Studies	➤ Department Advice Report meeting
➤ <b>ACM</b> - Academic Council Meeting	➤ Standing Committee meeting

## Purpose:

Minutes of Meeting (MoM) automation aims to streamline meeting management by automating scheduling, document creation, and distribution. It ensures consistency, accuracy, and efficiency, allowing department faculties to focus on substantive discussions rather than administrative tasks. Centralized storage enhances accessibility and compliance, improving overall organizational productivity.

## Scope:

The scope of Minutes of Meeting (MoM) automation covers the automation of meeting scheduling, real-time documentation during meetings, automated generation of MoM documents, streamlined review and approval processes, secure distribution and archival for compliance, and

integration with other Departments. It aims to enhance efficiency, accuracy, and collaboration in meeting management and communication.

### **Objectives:**

- **Streamline Meeting Management:** Automate the scheduling, documentation, and distribution processes to save time and reduce administrative burdens.
- **Ensure Consistency:** Maintain uniformity in MoM formats and content across all meetings.
- **Improve Accuracy:** Minimize human errors in capturing and documenting meeting details.
- **Enhance Collaboration:** Facilitate real-time contribution and review by meeting participants.
- **Secure Centralized Storage:** Provide easy access and retrieval of MoM documents while ensuring data security and compliance.

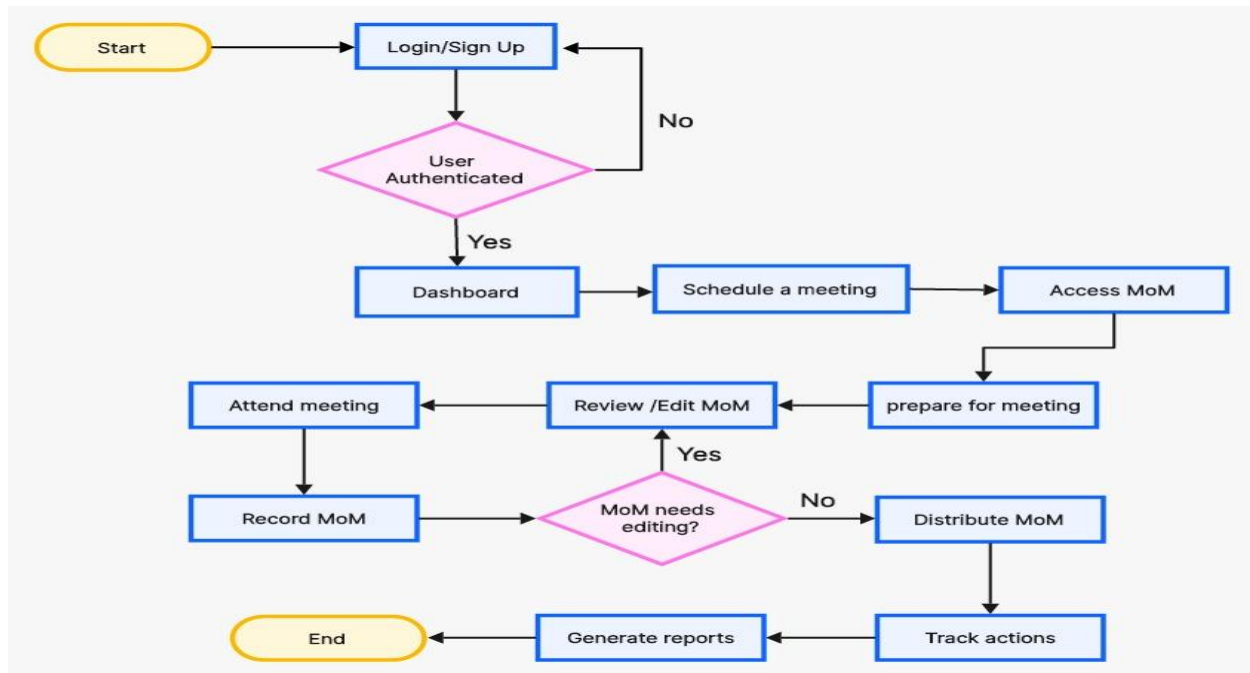
### **Project Flow:**

1. Schedule Meeting: Agenda → Title, Date, Time, Participants, Location.
2. Send Invitations: Email Invitations.
3. Conduct Meeting: Attend Meeting - Real-Time Documentation.
4. Capture MoM Details: Input Meeting Details.
5. Review and Approve: Submit for Review - Approve or Revise from the head of department.
6. Generate MoM: Create Document -Format and Finalize
7. Distribute MoM: Send to other faculties in the department
8. Archive MoM: Store in Repository
9. Follow-Up Actions: Track Action Items - Send Reminders

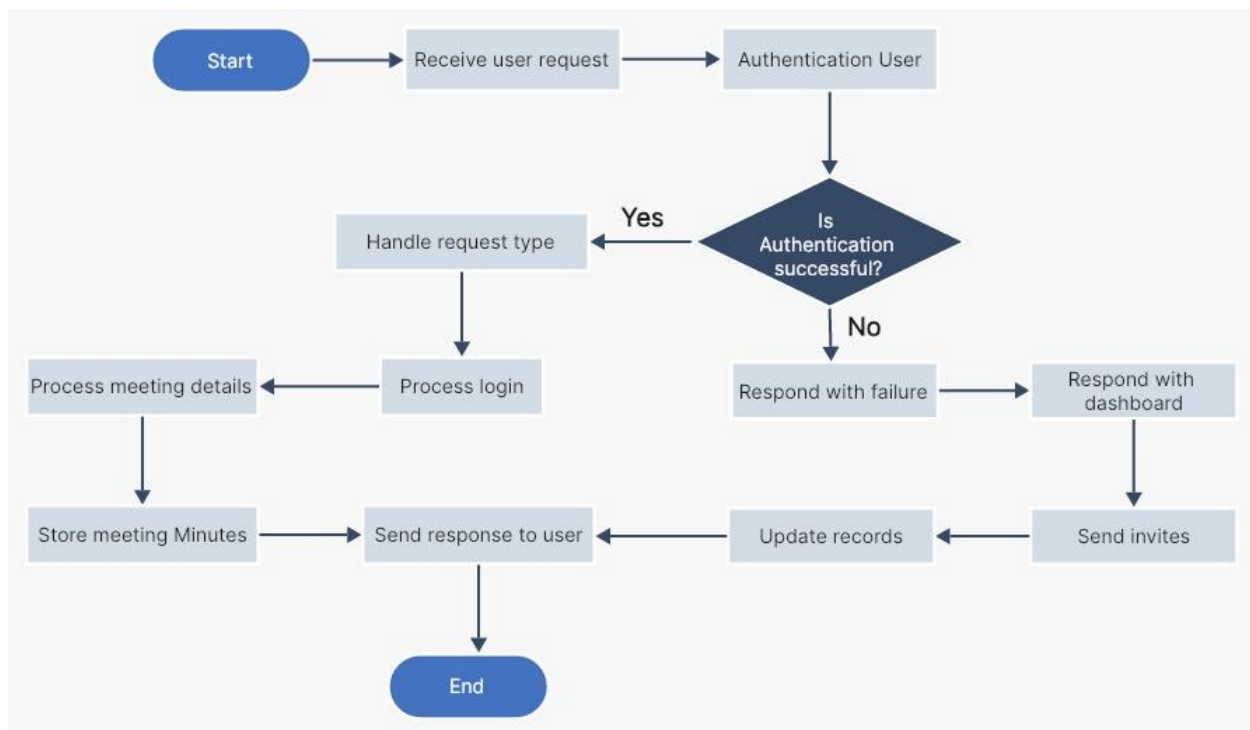
End

## Flowchart:

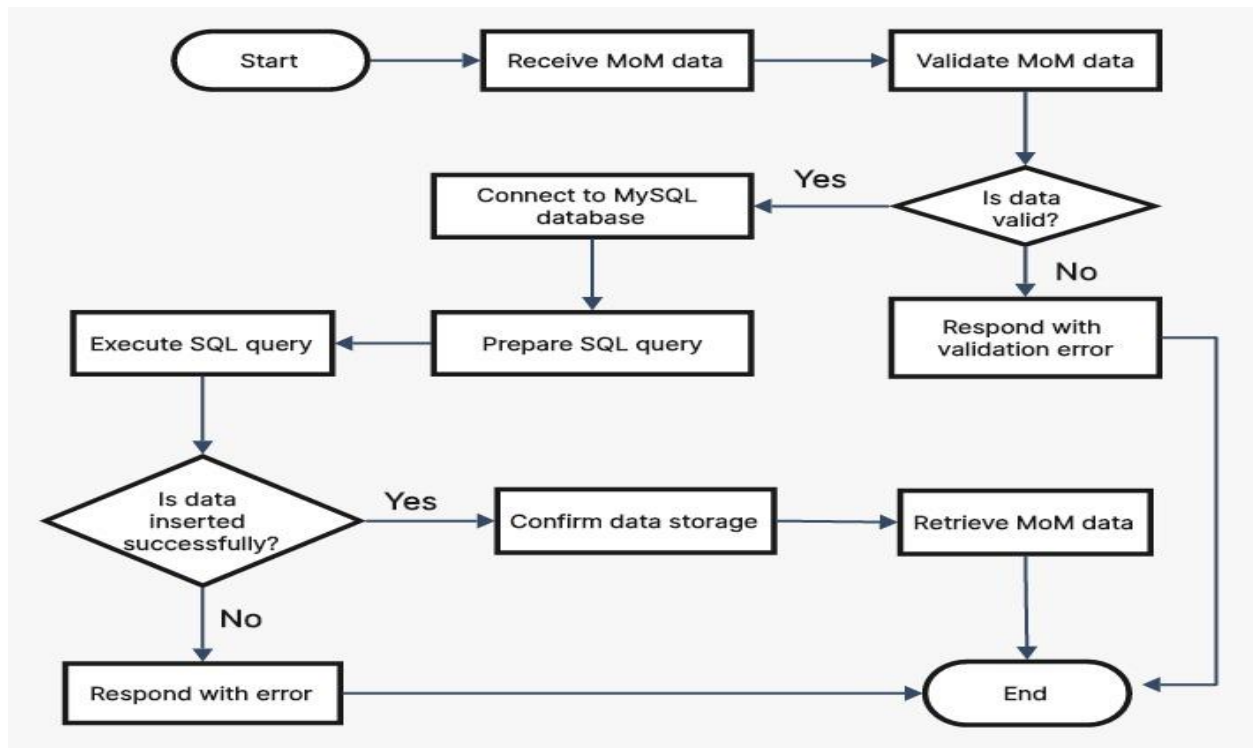
### Client-Side:



### Server-Side:



## Database:



## Tech stack: Python Stack (AI)

Front End	HTML, CSS, JS
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Back End	Python, Django(Python Web)
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Database	MySQL
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API	REST Ful API
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Sample template:

# ACADEMIC MEETING TEMPLATE

**DATE** 22.07.2024

**LOCATION:** SATHYAMANGALAM

## PARTICIPANTS

- Janani
- Priya
- Kanishka

**VENUE** : BIT

**CO-ORDINATOR** : BIT-FACULTY

## TOPICS COVERED

NECESSITY FOR PLACEMENTS:  
PRE-PLACEMENT TALK  
FULL STACK DEVELOPMENT  
PS-LEVELS 7  
DSA-LEVELS 4  
JAVA-LEVELS 4  
PROBLEM SOLVING  
COMMUNICATION SKILL

**AGENDA APPROVAL STATUS** : YES

## ABSENTEES

Nivasini  
Padmavathi

## NOTES

- Stage 1:Planning and requirement gathering
- Stage 2:Design and UI/UX prototyping
- Stage 3:Backend Development
- Stage 4:Database design and implementation
- Stage 5:Integration and testing
- Stage 6: Deployment

## PRIORITY

PS LEVEL 2  
FULL STACK DEVELOPMENT  
GITHUB AND LINKEDIN

**How it helps with future trends?**

- Remote and Hybrid Work
- Artificial Intelligence and Machine Learning
- Increased Focus on Data Security and Privacy
- Sustainability and Digital Transformation
- Enhanced Collaboration and Communication Tools

**Pros:**

- Efficiency and Time-Saving
- Consistency and Standardization
- Accuracy and Error Reduction
- Improved Collaboration
- Enhanced Record Keeping and Retrieval

**Cons:**

- Initial Setup and Learning Curve
- Customization Limitations
- Potential Over-Reliance on Technology
- Connectivity and Accessibility Issues
- Data Security and Privacy Concerns

**Conclusion:**

MoM Automation streamlines the creation, management, and distribution of meeting minutes using technology to ensure consistent, accurate, and efficient documentation and communication of meeting outcomes. It streamlines meeting management by automating scheduling, document creation, and distribution, ensuring consistency, accuracy, and efficiency, thereby enhancing organizational productivity and compliance. The scope covers automating scheduling, documentation, generation, review, distribution, and archival to enhance efficiency and collaboration.