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**SEAT NUMBER:182**

**PROJECT ID:31**

**PROJECT TITLE: PORTAL TO GENERATE MoM FOR BOS, ACM, SCM**

**TECHNICAL COMPONENTS:**

COMPONENT	TECHSTACK
BACKEND	NODE.JS, EXPRESS.JS
FRONT END	ANGULAR
DATA BASE	MONGODB
API	RESTFUL APIS USING EXPRESS.JS

**PROBLEM STATEMENT:**

There are numerous noteworthy obstacles when it comes to the manual generation of MoM for BoS, ACM, and SCM meetings:

**Time-consuming Process:** Handwriting down and summarizing the contents of meetings is a labor-intensive activity that frequently causes a delay in the release of meeting minutes.

**Falsehoods and Omissions:** Manual note-taking is prone to human error, which can lead to errors or omissions that compromise the accuracy and dependability of the minutes that are recorded.

**Absence of Standardization:** MoM quality might vary in the absence of a uniform format, resulting in discrepancies that make comprehension and follow-up more difficult.

**Delays in dissemination:** Manually generated MoM may cause delays in dissemination, impeding stakeholders' ability to act promptly and communicate with one another.

**Restricted Accessibility:** Hard copies of the MoM or badly maintained digital copies might be challenging to share, access, or archive, which lowers accountability and transparency.

## **PROJECT-FLOW:**

### **PURPOSE:**

The Minutes of Meeting (MoM) automation platform is designed to improve and expedite the recording, creation, and distribution of MoMs for Board of Studies (BoS), Academic Council (ACM), and Standing Committee (SCM) meetings. The gateway seeks to decrease the human labor required for manufacturing MoM while enhancing timeliness, accuracy, and consistency.

### **SCOPE :**

- ❖ MoM formatting and summarization with natural language processing (NLP).
- ❖ Real-time cooperation for MoM finalization and editing.
- ❖ Automatic and planned dissemination of the MoM to pertinent parties.
- ❖ Historical MoM is securely accessed and archived for future reference and compliance needs.

### **BUSINESS CONTEXT:**

Precise and timely MoM are essential for well-informed decision-making, policy development, and strategic planning in academic and corporate environments. The manual processes that are now in place are ineffective and prone to mistakes, which can cause hold-ups, misunderstandings, and accountability problems. These issues can be resolved and meeting management as a whole improved by automating the MoM process.

## CONSIDERATIONS:

**Data privacy:** Making sure that all meeting data is managed safely and in accordance with applicable data protection laws.

**Integration:** The portal should be able to easily integrate with the calendar and email programs that are currently in use.

**User Experience:** To promote adoption and efficient use, the portal needs to be simple to use and intuitive.

**Scalability:** The system must be flexible enough to accommodate changing meeting data quantities and grow or shrink in response to the demands of the company.  
ensuring excellent accuracy in NLP summarization and speech-to-text transcription.

## DEPENDENCIES:

**Technical Dependencies:** Dependency on precise NLP and speech-to-text technology.

**Infrastructure:** To meet processing and storage demands, a strong server infrastructure is needed.

**Third-Party Services:** Third-party APIs may be required for integration with calendar and email services.

**User Adoption:** The willingness of users to switch from manual to automated procedures is essential for a successful deployment.

## USER PERSONAS

- ❖ Meeting organizers are in charge of setting up meetings, creating agendas, and sending out memos of intent.
- ❖ Participants are those who show up to meetings for BoS, ACM, and SCM, participate in the discussions, and need access to MoM.
- ❖ Administrative Staff: Help set up meetings and make sure all the details are taken care of logistically.

- ❖ IT personnel are responsible for overseeing the technical setup and making sure the MoM automation portal runs well.

## **USER STORIES**

### **Meeting Organizer:**

- As a meeting organizer, I want to schedule meetings and set agendas so that all participants are prepared.
- As a meeting organizer, I want to automatically generate MoM after meetings so that I can save time and ensure accuracy.

### **Participant:**

- As a participant, I want to review MoM quickly after a meeting so that I can follow up on action items.
- As a participant, I want to contribute to the MoM in real-time to ensure that my points are accurately recorded.

### **Administrative Staff:**

- As administrative staff, I want to assist with MoM distribution so that all relevant stakeholders are informed promptly.
- As administrative staff, I want to securely archive MoM for future reference and compliance purposes.

### **IT Staff:**

- As IT staff, I want to ensure the MoM automation portal is running smoothly and securely so that users can rely on it for their needs.
- As IT staff, I want to integrate the portal with existing systems to streamline operations and enhance functionality.

## **FUNCTIONAL REQUIREMENTS**

### **Automated Transcription:**

- The system shall transcribe spoken words into text using speech-to-text technology.
- The system shall handle multiple speakers and accurately attribute speech to the correct participants.

### **Summarization and Formatting:**

- The system shall summarize key points from transcriptions using NLP.
- The system shall format MoM in a standardized manner.

### **Real-Time Collaboration:**

- The system shall allow multiple users to edit and finalize MoM collaboratively in real-time.
- The system shall provide version control to track changes.

### **Scheduled Distribution:**

- The system shall automatically send MoM to relevant stakeholders via email.
- The system shall allow users to schedule distribution times.

### **Secure Access and Archiving:**

- The system shall provide secure access to MoM for authorized users.
- The system shall archive historical MoM and allow for easy retrieval.

### **User Management:**

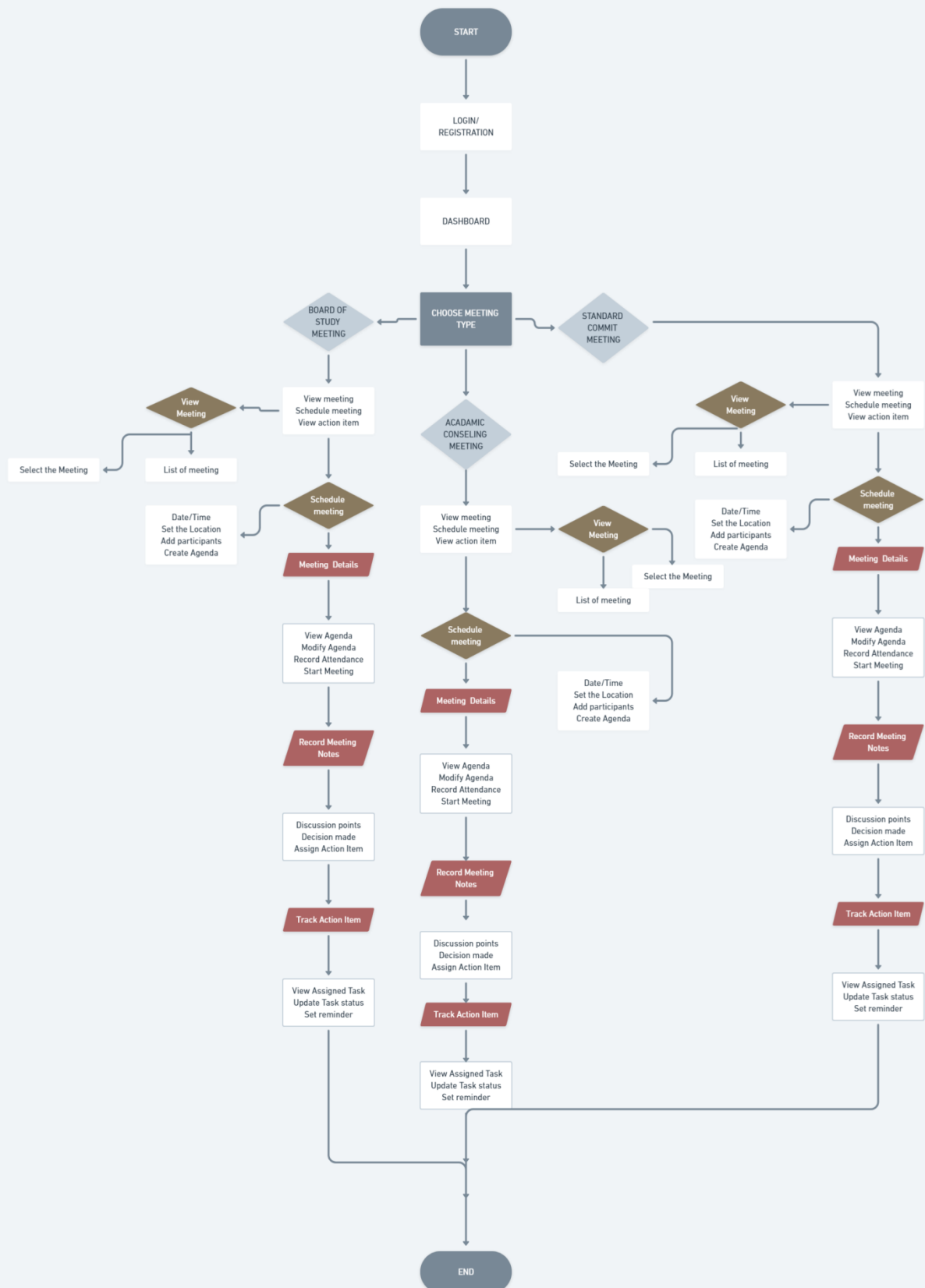
- The system shall support role-based access control to manage permissions for different user roles.

- The system shall provide authentication and authorization mechanisms to ensure data security.

**Integration:**

- The system shall integrate with email systems to facilitate automated distribution.
- The system shall integrate with calendar applications to schedule meetings and send reminders.

**FLOW CHART:**



ER DIAGRAM:

