



## Project Workflow for MoM automation

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<b>Project ID</b>	<b>31</b>
<b>Problem Statement</b>	<b>MoM automation</b>

## Technical Components:

Frontend	Angular.js
Backend	Node.js
Database	MongoDB
API	RESTful API

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## Problem Statement:

Automate the process of generating and managing Minutes of Meeting (MoM) for committees like BoS, ACM, and SCM in educational institutions is manual, inconsistent, and inefficient. To address this, we propose developing a user-friendly portal to automate MoM creation, management, and distribution, ensuring standardization, accessibility, and enhanced data security, ultimately improving efficiency and accountability.

## **Document Purpose:**

This document outlines the requirements for a MoM automation Portal designed for an educational institution, built using the MEAN stack. The portal will cater to anyone who needs to access or manage meeting minutes, action items, and decisions within the educational institution.

## **Stakeholders:**

- Board of Studies (BoS) Members
- Academic Council Members (ACM)
- Department Committee Members
- Deans
- Department Heads
- College Principal
- Meeting Organizers
- Faculty Members

## **Functional Requirements:**

- **User Management:**
  - User Roles and Permissions: Define user roles (e.g., Administrator, Committee Member, Secretary, Guest) and assign permissions accordingly.

- User Registration and Login: Allow users to register and login securely with authentication mechanisms like single sign-on (SSO) and two-factor authentication (2FA).
- Profile Management: Enable users to manage their profiles, including contact information and role-specific details.
- **Meeting Management:**
  - Create Meeting: Allow authorized users to schedule a meeting by specifying date, time, location, and agenda items.
  - Invite Participants: Send invitations to selected participants with meeting details and options to accept or decline.
  - Agenda Management: Enable the creation, editing, and sharing of meeting agendas with participants before the meeting.
  - Attendance Tracking: Record the attendance of participants, noting those present, absent, and excused.
- **Agenda Management:**
  - Create Agenda: Define and organize agenda items for each meeting.
  - Assign Speakers: Assign speakers or presenters for each agenda item.
  - Upload Documents: Attach relevant documents or presentations to agenda items.
- **Minutes of Meeting (MoM) Generation:**
  - Template Selection: Provide pre-defined templates for MoM generation specific to BoS, ACM, and SCM meetings.

- Real-Time Note Taking: Allow users to take notes during the meeting, categorizing them under predefined agenda items.
- Action Items and Decisions: Capture and highlight action items, decisions made, and responsible persons for each task.
- Voting Records: Record voting outcomes, including vote counts and participant names.
- **Document Management:**
  - Document Upload: Allow users to upload supporting documents, presentations, and other materials relevant to the meeting.
  - Version Control: Maintain version control for MoM documents and attached files to track changes and updates.
  - Document Linking: Link documents to specific agenda items or sections of the MoM.
- **Approval Workflow:**
  - Draft Review: Enable users to review and suggest edits to the MoM draft before finalization.
  - Approval Process: Implement an approval workflow where designated users can approve the final MoM document.
  - Finalization: Once approved, lock the MoM to prevent further edits and mark it as finalized.
- **Distribution:**

- Automated Distribution: Automatically distribute the finalized MoM to all relevant stakeholders via email or notifications.
- **Reporting and Analytics:**
  - Meeting Reports: Generate reports summarizing meetings held, attendance records, and action item status.
  - Analytics Dashboard: Provide a dashboard with key metrics and visualizations related to meeting activities and outcomes.
- **Notification System :**
  - Meeting Reminders: Send automated reminders for upcoming meetings to participants via email or SMS.
  - Action Item Reminders: Notify responsible individuals about upcoming deadlines for assigned tasks.

## **Non-Functional Requirements:**

- **Security:**
  - Secure user authentication and authorization mechanisms.
  - Data encryption for sensitive information.
- **Performance:**

The portal should be responsive and handle concurrent user requests efficiently.

- **Scalability:**

The system should be scalable to accommodate a growing number of users.

- **Usability:**

- User-friendly interface with clear navigation and intuitive functionalities.
- Responsive design for optimal viewing across different devices (desktop, tablet, mobile).

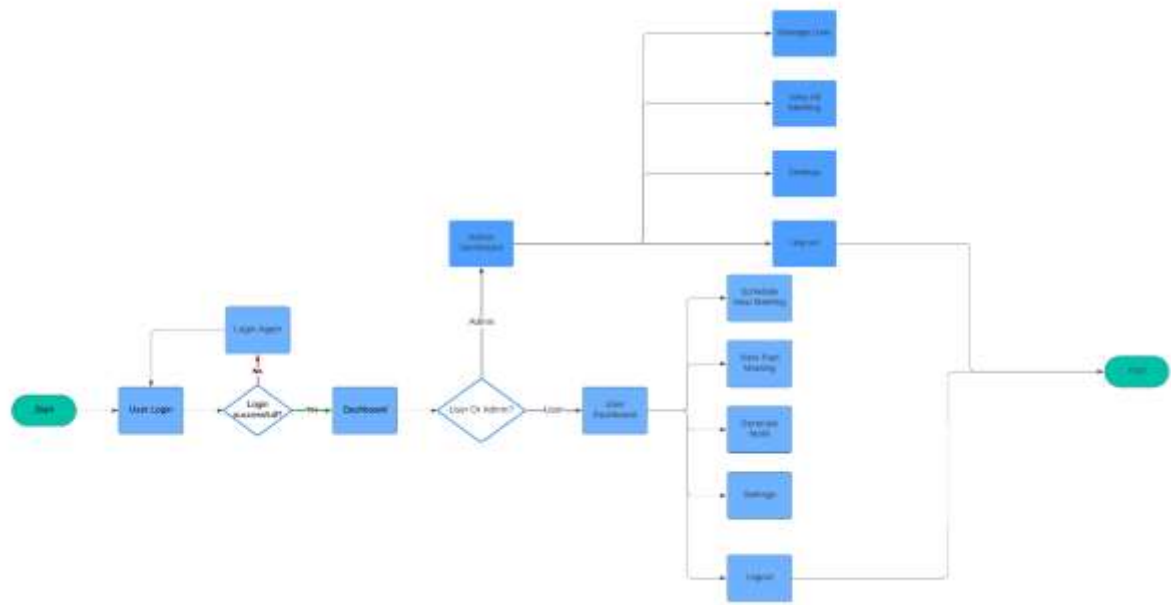
- **Accessibility:**

The portal should be accessible to users with disabilities, following WCAG guidelines.

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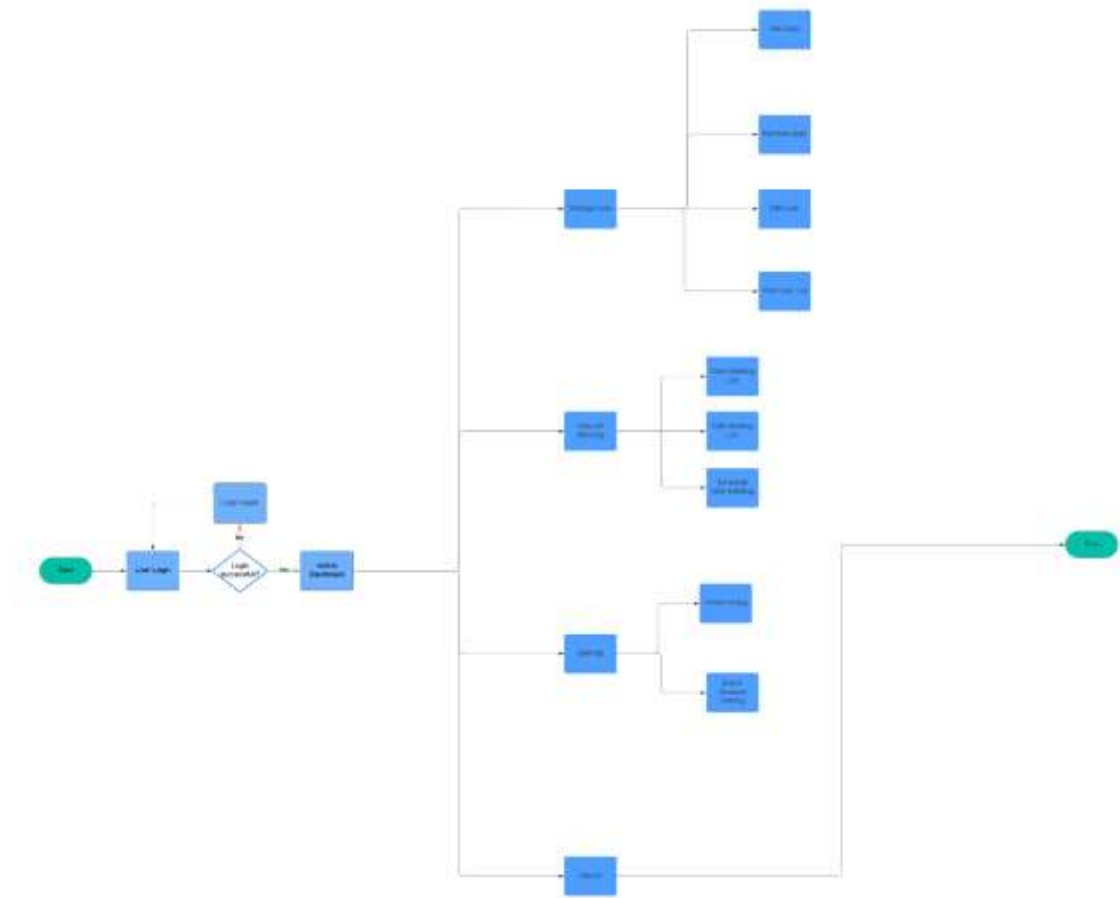
## **Flow Chart:**

**Overall working:**

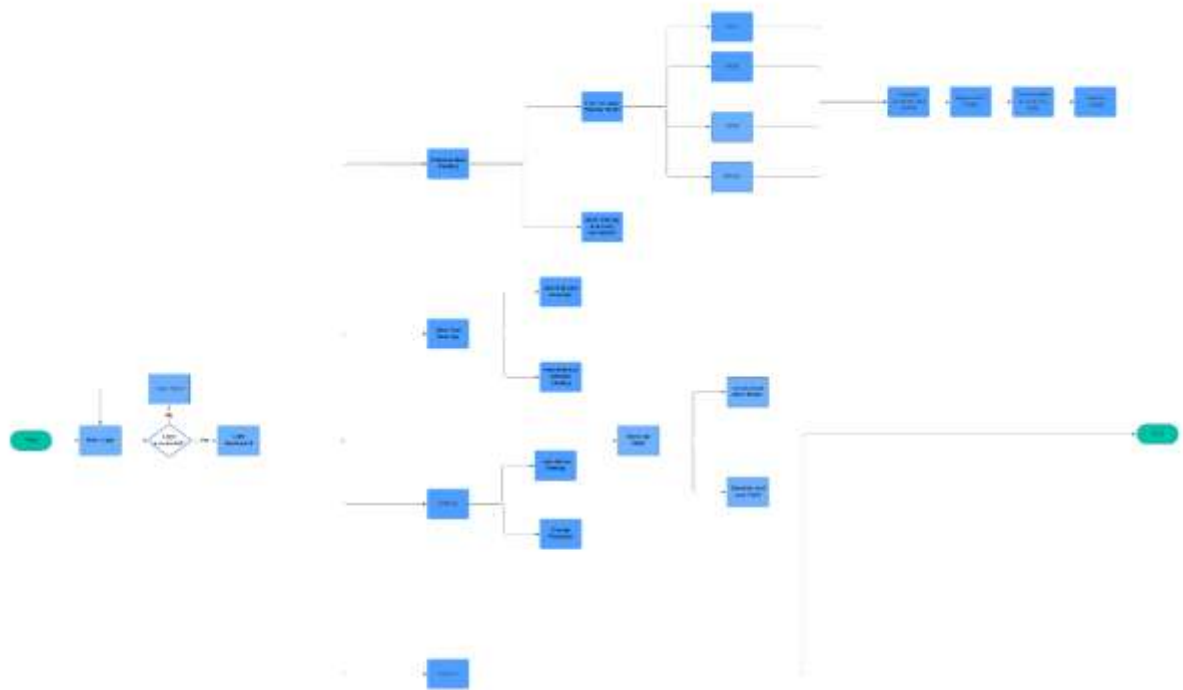


**Admin:**





User:



## ER Diagram:

