

**DATE: 18.05.2023**

### **DISCUSSION OF MEETING AGENDA**

1. Need to create logins for Board of director, secretarial.
2. Add Quarter wise
3. Create meeting to date not mandatory it need to be optional.
4. Agenda (all time secretarial adding option, need quarter option like first quarter, second quarter or all).
5. Create meeting agenda option quarter wise
6. Change logo.

**DATE: 25.05.2023**

**POINTS DISCUSSED IN MEETING**

1. Add Dashboard.
2. Create meeting – Add BM number field.
3. Create meeting – Add an attachment next to description field.
4. Create meeting – choose template-> add description, notes on agenda and resolution.
5. Create meeting – resolution not mandatory.
6. Create meeting – Before publish -> add a sheet which need to be in hyperlink.
7. Hyperlink – font need to be bigger.
8. Hyperlink sheet – S.NO, Description, Description heading, page no, edit, replace agenda, attachment and delete.
  - Publish selected, publish all.
  - Add title (title reorder purpose).
9. In hyperlink top of the page it needs to be with Agenda level note book, multiple note book and word upload option.
10. Agenda template – headers should be as S.NO, agenda title, heading (hyperlink, attachment).

**DATE: 26.05.2023**

**POINTS DISCUSSED IN MEETING**

1. Login – Board of director, secretarial, employee.
2. Dashboard – Home, utility, Masters/settings, uploads Access control, meetings, reports, logout.
3. Utility – Password (change password), my briefcase.
4. Masters/settings – Group/users, Attendance master.
5. Uploads – Pre draft minutes, draft minutes, Final minutes and circular resolution.
6. Access control – Access control committee wise, Access control user wise, Access Control Company wise.
7. Meetings – Scheduled meeting, Meeting calendar, minutes of meeting.
8. Reports – Notice sent, circular resolution report, draft minutes report, attendance report, device logs report, final minutes report, mail log report.

Uploads – circular resolution -> company (need all company name), Add financial year.



Pop Up (do you want to share these to all peoples you have selected).

**DATE: 29.05.2023**

**POINTS DISCUSSED IN MEETING**

**BOARD OF DIRECTOR LOGIN:**

1. Dashboard – Meetings, Minutes, other, circular and utility.
2. Minutes – Draft minutes and Final minutes.
3. Meetings – Scheduled meeting, recent meeting and meeting calendar.
4. Circular resolution – Screenshot.
5. Utility – change password, logout.
6. Past minutes - > Add financial year, Board meeting (board meeting, executive committee meeting).

Draft minutes – In secretarial login, once the draft uploaded it need to show in BOD login as draft minutes in waiting for your approval for a respective date.

**DATE: 30.05.2023**

**POINTS DISCUSSED IN MEETING**

1. Discussed about dashboard view.
2. Create meeting – While choosing title (in which need to show template).
3. Below -> Agenda heading, Description and resolution.
4. If the Subtitle is available for that, it should pop up a subtitle once the template is selected from title.
5. While choosing all from quarters it need to select the entire template.
6. Add another one option before all as (others or miscellaneous).
7. Template need to be with edit option.
8. Agenda template – S.NO, Agenda title and Heading.
9. Download option only for secretarial.
10. Download option – Each agenda as well as all agenda.

**DATE: 06.06.2023**

1. Templates with multiple choose option.
2. Word upload store
3. Miscellaneous with edit option.
4. Email send (will be given from client end) -> with edit option, use Cavinkare mail id to send.
5. Schedule meeting – Need as financial year wise, Add past meeting and Ensuing meeting.
6. Audit log – Agenda ->notice upload -> Secretary Login (User name, Description, Activity, Date, time, Shared on, Viewed on).
7. In Select meeting add ALL option.
8. Profile (will be given from client end).
9. Ok with meeting calendar.
10. Circular resolution (Assent/ Dissent) -> got approval for what we have done.
11. Address -> add (Chennai – NO.12, ponthamallee road, NO.12 cenatoph road).

**DATE: 07.06.2023**

1. Hyperlink – asked doubt regarding description in that link -> lakshmi ask to remove the description from the link.