

MOM TRACKER

31ST JAN 2023

PREPARED BY:

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January 31, 2023

PROJECT OBJECTIVE:

The goal of the project is to maintain an internal MOM and to track the discussion points made by each person to be clear and apparent.

PROJECT DESCRIPTION:

The MOM tracker will maintain the history of all the Host information as well as the participants of the meetings. The key issues that are discussed by each participant during the meeting should be captured and even the attachments can also be sent.

PROJECT SCOPE:

S.NO	MENU	PROJECT DESCRIPTION
1	Login	To Login into the page the user have to enter the Username and password in the authentication page, Once they enter it the user can Login through Login tab.
2	Dashboard	Dashboard with the menu's namely MOM tracker and Users. Which is described below:
3	MOM tracker	<p>MOM tracker should be with options such as search and ADD MOM tab.</p> <ul style="list-style-type: none">– Through search option the user can search owner, host or participants Name.– In Add MOM tab which intake Host with drop down options through this option the user can select the host.<ul style="list-style-type: none">• And it contains Meeting title option as input field.• It must have participants tab with multiple select option.• It should contain following details with header options as S.NO, Discussion points, Type with drop down (Info, Action), Owner with drop down (Owner's Id), Timeline, Attachment with choose file option along with it contain + option to add the rows. It also contains description as input field.• It need to be with Save and Send tab. Once the users add their discussion points it will be save and send it to owner's mail id. If the owners are different then the respective discuss points of each owners has to be saved and sent to the owners mail id.– After the meeting, the details will be saved with following header options namely Host, Meeting title, Participants, Description and Action.

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		<ul style="list-style-type: none">– Action contain View tab which includes Host, Title and participants tab along with header options as S.NO, Discussion points, Owner, Timeline, Attachment, Status, Remarks and Action. Action with view tab and it incorporate Status with drop down option (clarified, Closed and pending) with Submit tab.
4	Users	<p>Users which intake Add user page and it contain options as Name, email id, EMP id and Mobile number as input filed along with Submit tab.</p> <ul style="list-style-type: none">– If the users are external they can add the user through this Add user option.

POINTS DISCUSSED ON - 28/01/2023

1. Add Download tab in Key point Details page.
2. In Add MOM tab Change Host select option as Multiple.
3. MOM tracker menu In Action header add History option.

These points are not included in above document.