



# MEETING AGENDA

22<sup>ND</sup> JUNE 2023

PREPARED BY:  
HEMA'S ENTERPRISES PVT LTD

June 22, 2023

**PROJECT OBJECTIVE:**

Goal of the project is maintain the history and records of board meeting in a company.

**PROJECT DESCRIPTION:**

Through this portal user can create a meeting in quarter wise, quarter which includes all the templates with description and resolution. User can create the meeting as financial year wise.

## SECRETRIAL:

S.NO	MENU	PROJECT DESCRIPTION
1	Login	<ul style="list-style-type: none"><li>– As per their desired category role the user can login on to the page through User ID and password.</li><li>– If the user forgets the password they can reset the password using forget password option</li></ul>
2	Dashboard	Dashboard will display the details of past and ensuing meeting.
3	Create Meeting	<p>In Create meeting the user can create a meeting in quarter wise.</p> <ul style="list-style-type: none"><li>– It includes the options as Meeting from date &amp; time, meeting to date &amp; time, Location and venue.</li><li>– In the next page it incorporates choose agenda type which includes choose template and template creation.</li><li>– In <b>Choose template</b>, it contains financial year, quarter and agenda title in drop down option.<ul style="list-style-type: none"><li>➤ Once the agenda title is selected from the drop down automatically it need to fetch the agenda heading, notes on agenda and resolution of respective agenda. It also contains upload option.</li><li>➤ In the next page the user wants to select, whether it is group or individual meeting.</li><li>➤ Once it is selected it will generate the hyperlink which includes created meeting details, the user can view and download the meeting details. It includes headers like S.NO, description, page no, attachment, Edit and delete option.</li><li>➤ It also contains the following options such as Agenda level note book, multiple note upload and word upload.</li><li>➤ Once the user viewed the details on hyperlink. The user will do actions in created meeting such as save as draft,</li></ul></li></ul>

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		<p>publish and email send.</p> <ul style="list-style-type: none"> <li>– If the user wants to add a new template while creating meeting user can do it through <b>create template</b>, which includes options like quarter and financial year in drop down option. Create new agenda title; create new agenda, description, and resolution as input field along with upload option.</li> </ul>
4	Scheduled meeting	<p>Scheduled meeting which displays created meeting in tabs like published, draft, past meeting and ensuing meeting.</p> <ul style="list-style-type: none"> <li>– <b>Published</b>, which contains the following details with the headers like S.NO, meeting ID, title, meeting date, meeting time, location and Action. The user can filter it in financial year wise.</li> <li>– <b>Draft</b>, it incorporates the details with headers like S.NO, meeting ID, title, meeting date, meeting time, location and Action. It contains show entries in drop down such as 10, 25, 50 and 100.</li> <li>– <b>Past meeting</b> , it contain details with following header options like S.NO, Meeting ID, title, Meeting date, Meeting time, location and Action. It also contains search option. It contains show entries in drop down such as 10, 25, 50 and 100.</li> <li>– <b>Ensuing meeting</b> , it contain details with following header options like S.NO, Meeting ID, title, Meeting date, Meeting time, location and Action. It also contains search option. It contains show entries in drop down such as 10, 25, 50 and 100.</li> </ul>
5	Agenda template	<p>In <b>Agenda template</b>, the user can create a new template through Add agenda button.</p> <ul style="list-style-type: none"> <li>– Which incorporates Title, Quarter, financial year, Agenda title, Agenda description, resolution, upload option with submit and back button.</li> <li>– Once the template created it displays with the headers like S.NO, Agenda title and Subtitle with search option. It contains show entries in drop down such as 10, 25, 50 and 100.</li> </ul>

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6	Venue	<p>In <b>Venue</b>, the user can add a new venue through Add venue button.</p> <ul style="list-style-type: none"><li>– This incorporates Location in drop down option, venue as input field with Submit and Back button.</li><li>– Once the venue is added it displays with following headers like S.NO, Location, Venue and Action.</li><li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li></ul>
7	Users	<p>The user can add respective users through Add user button.</p> <ul style="list-style-type: none"><li>– This incorporates User ID, name, Mobile number, and Email Id. Role and Employee group with drop down option with Submit and back button.</li><li>– Once the users are added it display with headers like S.NO, Name, Email, Role, Group and Action.</li><li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li></ul>
8	Audit log	<p>Audit log is used for Auditing purpose. This incorporates Company name, select committee, select meeting and agenda with drop down option.</p> <ul style="list-style-type: none"><li>– It also contains upload option with share, clear and get report button.</li></ul>

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**BOARD OF DIRECTOR:**

1	Login	<ul style="list-style-type: none"> <li>– As per their desired category role the user can login on to the page through User ID and password.</li> <li>– If the user forgets the password they can reset the password using forget password option</li> </ul>
2	Dashboard <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Minutes</li> <li>• Circular resolution</li> <li>• Utility</li> <li>• Audit log</li> <li>• Others</li> <li>• Calendar</li> </ul>	Meetings which includes Scheduled meeting and Past meeting. <ul style="list-style-type: none"> <li>– <b>Scheduled meeting</b>, it displays following details with headers like S.NO, Meeting ID, Title, Meeting Date, Meeting time, Location &amp; Action.</li> <li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li> <li>– <b>Past meeting</b>, it displays following details with headers like S.NO, Meeting ID, Title, Meeting Date, Meeting time, Location &amp; Action.</li> <li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li> </ul>
2.1	Minutes	Minutes it contains Draft minutes and Final minutes. <ul style="list-style-type: none"> <li>– <b>Draft minutes</b> it contains following details with headers like S.NO, Meeting ID, title, Meeting date, Meeting time, Location, Change status and Action.</li> <li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li> <li>– <b>Final minutes</b> it contains following details with headers like S.NO, Meeting ID, title, Meeting date, Meeting time, Location and Action.</li> <li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li> </ul>
2.2	Circular resolution	Circular resolution it contains Pending circular resolution and completed circular resolution. <ul style="list-style-type: none"> <li>– <b>Pending circular resolution</b>, this includes details with headers like S.NO, Meeting ID, Board/committee, Title, Uploaded date, view and Action.</li> </ul>

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		<ul style="list-style-type: none"><li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li><li>– <b>Completed circular resolution</b>, this includes details with headers like S.NO, Meeting ID, Board/committee, Title, Uploaded date and Action.</li><li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li></ul>
2.3	Audit log	<p>Audit log which includes the following details with headers like S.NO, company, agenda title, meeting date and meeting report.</p> <ul style="list-style-type: none"><li>– It contains show entries in drop down such as 10, 25, 50 and 100. It also contains search option.</li></ul>
2.4	Utility	Through the user can change the password or logout of the portal.