**Meeting Management System**

1. **Primarily Identified Roles**

* Commission members
* Secretary
* CG sir
* Department heads

Meetings

**Commission Staff Other**

**Meeting** **Meeting**  **Meeting**

1.Created by Secretary 1. Created by CG sir 1. Created by

the person (branch

head/CG sir)

2.Predefined members 2. Third parties

participation

3.Automatically need to E.g:- Team meeting,

Finalize the decision Welfare Meeting.

through the voting system

4.According to the Voting,

have a feature to create the Minute

Document.

1. **Meeting Lifecycle**
2. Meeting Creation
3. Meeting In Progress
4. End of the Meeting
5. Post-Meeting Activities

**2.1) Phase 1: Meeting Creation**

Create meeting

Select meeting type

Add/Remove the participants

Add Basic information’s of meeting

-Title

-Date & Time (Submission deadline for commission meeting)

- Location

Add Features Add a comment/link(optional) Create

- Voting Module - Include the Zoom link

- Minute Generation - Add Any additional content.

- Attendance

- Documents

**Commission Meetings**

**Functional Requirements**

* Meeting is created by Secretary
* System should display the predefined members.
* Secretaries need to add the documents submission deadline.
* Able to get the attendance from the members login
* Created meeting details should be able to edit with in one (time can be changed) hour and deletion also same.

**Staff Meetings**

**Functional Requirements**

* Meeting is created by CG sir.
* System should display the predefined members and also need to be able to add or remove the members .
* The host need to be able the add the attendance.

**Other Meetings**

**Functional Requirements**

* Meeting is created by Branch head / CG sir/Secretary
* System should display the predefined members and need to be able to add or remove the members
* The host need to be able to the add the attendance.

**Common Requirements of Create Meetings**

|  |  |
| --- | --- |
| **Functional Requirements** | **Non-functional Requirements** |
| After creating the meeting, all meeting participant need to be notified via Gmail/whatsapp | Notification system must ensure messages are sent only to authenticated and valid participants. |
| System should display the predefined members and need to be able to add or remove the members | The system must securely retrieve member data using **JWE** to encrypt sensitive information during transmission. **JWS** should be used to sign the data to ensure integrity and authenticity, allowing only authorized users to access and modify the member list. |
| Created meeting details should be able to edit with in one hour and deletion also same. | The system must provide consistent and reliable access to meeting data and editing capabilities, with accurate time tracking. |
| System should optionally allow access to allowed meeting types in one interface | Interface must be user-friendly, and the system should scale to support additional meeting types and roles without redesign. |