**Backlog**

1. **As an admin**, I want to define and assign roles (Secretary, CG Sir, Commission Members, Dept Heads) so that users can access features based on their roles.
2. **As an Admin,** I have to create meeting types according to the requirements**.**
3. **As a meeting host,** I have to get only the allowed meeting types in my create meeting page
4. **As a Secretary**, I want to create a **Commission Meeting** with predefined members so that decisions can be voted on and recorded.
5. **As CG Sir**, I want to create a **Staff Meeting** and manage participant lists so that I can manage participants list
6. **As a Branch Head or CG Sir**, I want to create **Other Meetings** lists so that I can manage participants list.
7. **As a meeting host**, I want to enter meeting details like title, date, time, and location during creation.
8. **As a meeting host**, I want to **view predefined members** and be able to **add or remove participants** based on the meeting type so that I can easily manage participants.
9. **As a host**, I want to **edit or delete** a meeting within **1 hour** of creation only.
10. **As a meeting host**, I want to attach optional content like Zoom links, comments, or documents so that I can share the additional details of the meetings.
11. **As a participant**, I want to receive meeting notifications via **Gmail or WhatsApp so** that I can easily notified.
12. **As a branch head,** I want to submit the documents according to the meeting before the submission deadline.

**Commission Meeting**

1. **As a Branch head**, I have to submit the documents before the dead line in Tamil/Sinhala languages ,so that I can get approve from the CG sir.
2. **As a commission member,** I have to login to the system during the meeting, so that I can confirm my attendance in commission meetings.
3. **As a CG** , I have to approve/reject those submitted documents, so that I can manage the documents during the meeting time**.**
4. **As a meeting Host (Staff/Other),** I want to update the attendance to the system, so that I can easily maintain an attendance.
5. **As a Commission member**, I have to view the approved documents and give the status(approved/rejected) through the system so that I can add my decision.
6. As a system, it should calculate the voting according to the final status of commission members for each document.
7. **As a Secretary** , I have to update the voting decisions so that I can generate final minute.