



SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON
Department of Computer Science and Engineering.
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Project Title: **Development of a NextGen Meeting Portal.**

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Abstract:

Introduction:

Efficient management of meetings is critical for organizational success, yet traditional methods often fall short, leading to issues like document version conflicts, miscommunication, and delays. The Meeting Portal project seeks to overcome these challenges by offering a modern solution built with React and Django. This platform provides a streamlined approach to managing meeting-related activities, including secure user authentication, easy meeting creation and scheduling, and effective document handling. By centralizing these functions, Meeting Portal ensures that all participants have access to the latest information and documents, reducing the risk of errors and improving overall efficiency. Real-time collaboration tools further enhance this by allowing participants to share and edit documents simultaneously. With Meeting Portal, organizations can expect a significant reduction in administrative burdens and a marked increase in productivity, making meetings more organized and impactful.

Objectives:

1. Facilitate User Authentication and Access: Implement secure login for users to access personalized meeting and document management features.
2. Enable Meeting Creation and Scheduling: Allow users to create, schedule, and update meetings efficiently.
3. Manage Document Upload and Assignment: Provide functionality for master admins to assign document upload tasks and manage document submissions.
4. Support Real-Time Collaboration: Enable real-time document sharing and collaborative editing during meetings.
5. Integrate Modular Features: Develop a range of modules to handle various aspects of meeting management, including scheduling, document handling, and task tracking.

Methodology:

Meeting Portal is being developed using a robust and scalable architecture that leverages modern web development technologies. The backend of the system is built using Django and Django Rest Framework, which provide a powerful and flexible foundation for managing data and managing complex business logic. These technologies are well-suited to the needs of the project, offering features such as user authentication, permissions management, and RESTful API endpoints that enable seamless communication between the frontend and backend. The frontend of Meeting Portal is developed using React.js, a popular JavaScript library for building dynamic user interfaces, and Bootstrap, a responsive front-end framework that ensures the platform is accessible and user-friendly across a range of devices.

The system is designed around a hierarchical user structure, with a master admin overseeing the creation and management of departments and the assignment of Heads of Departments (admins). These admins, in turn, are responsible for managing users within their departments and handling tasks such as scheduling, updating, and canceling meetings. Users can participate in meetings, manage their assigned tasks, and access all relevant documents and notes through the Meeting Portal platform. The system also includes features such as document version control, role-based access control, and audit logs to ensure that documents are managed securely and that all actions are fully traceable.

Expected Outcomes:

The successful implementation of Meeting Portal is expected to result in a centralized document management system that significantly enhances the productivity and efficiency of organizational meetings. By providing a single platform for managing all meeting-related documents, Meeting Portal will help reduce the likelihood of miscommunication, improve access to critical information, and facilitate better collaboration among participants. The platform's real-time document sharing and editing capabilities will enable participants to work together more effectively, while its task management features will ensure that action items are tracked and completed in a timely manner. Moreover,

The hierarchical user structure and secure document handling features will ensure that sensitive information is protected and that only authorized users have access to specific documents and functions. Overall, Meeting Portal aims to transform the way organizations handle meeting documents, making the process more efficient, transparent, and secure.

Conclusion:

Meeting Portal represents a substantial improvement in the management of meeting-related documents and activities, addressing the shortcomings of traditional methods. By leveraging modern technologies such as React and Django, the platform provides a robust and intuitive solution that enhances document organization, real-time collaboration, and overall meeting efficiency. Its scalable design ensures that it can adapt to various organizational sizes, from small teams to large enterprises, making it a versatile tool for diverse work environments. The implementation of Meeting Portal not only simplifies document handling but also streamlines meeting scheduling and task management, ultimately reducing administrative burdens. Through this project, we aim to showcase the effectiveness of a centralized approach to meeting management and contribute positively to enhancing productivity and communication within organizations. The advancements made with Meeting Portal offer a practical solution to common challenges, paving the way for more efficient and effective meetings..

References:

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Keywords:

NextGen Meeting Portal, Django, React.js, Meeting Management, Document Management.

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