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## Minutes of Meeting (MOM) Management

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Common Project Documentation



**PREPARED BY**

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## Table of Contents

<b>Project Goals &amp; Objectives .....</b>	3
Overview .....	3
Goals.....	3
Objectives.....	3
<b>Scope of the Project .....</b>	4
<b>Project Timeline .....</b>	5
<b>Database Overview .....</b>	5
<b>Functional Requirement.....</b>	7
<b>Screen List .....</b>	8
<b>Screen Design Reference.....</b>	9

## 1. Project Goals & Objectives

### Overview

- The MOM (Minutes of Meeting) Management System is designed to streamline how meetings are scheduled, recorded, and documented within an organization.
- The application should include CRUD operations, session management, filter & validations for all required screens.

### Goals

- **Design a Normalized Database Structure:**
  - Create efficient and normalized tables to manage MeetingType, Staff(Member), Department, MeetingVenues, Meetings and MeetingMembers.
  - Implement proper primary and foreign key relationships, including a many-to-many association as and when required.
- **Implement CRUD & Authentication Functionality:**
  - Develop Create, Read, Update, and Delete operations for all major entities.
  - Ensure smooth user interaction and data management through forms and listings with login/logout & user registration.
- **Ensure Data Integrity and Validation:**
  - Apply appropriate validations on input fields and ensure data consistency.
- **Develop an Intuitive User Interface:**
  - Provide a clean and easy-to-use frontend for managing hospital operations.
- **Encourage Good Software Development Practices:**
  - Apply modular coding, separation of concerns, and basic MVC principles.

### Objectives

- **Meeting Type Management:**
  - Enable users to create, view, edit, and delete various meeting types (e.g., review meetings, planning sessions, briefings) to categorize and structure organizational meetings.
- **Member(Staff) Management:**
  - Allow creation and management of staff member profiles, including their personal information, roles, contact details, and departmental assignments.
- **Department Management:**
  - Provide functionality to create and maintain departments, and associate one or more staff members with each department.
- **Meeting Venue Management:**
  - Enable users to add, update, view, and delete meeting venues, including physical rooms or virtual meeting links, ensuring availability and proper resource allocation.
- **Meeting Scheduling and Management:**
  - Facilitate the scheduling, modification, viewing, and cancellation of meetings, including assigning meeting types, venues, departments involved, and linking attending staff members.

- **Meeting–Member Association:**
  - Maintain a many-to-many relationship between meetings and staff members using a mapping table (MeetingMembers), allowing multiple attendees per meeting and enabling tracking of participation.
- **Data Integrity and Validation:**
  - Ensure accurate, consistent data entry through proper validations, relational constraints, and field checks to prevent scheduling conflicts, invalid staff assignments, or improper meeting configurations.

## 2. Scope of the Project

- **Member and Department Management**
  - Ability for administrators to manage staff/member records, including roles and contact details.
  - Create and manage departments with functional or specialization tags.
  - Associate staff members with one or more departments where applicable.
- **Meeting Type and Venue Management**
  - Create, update, and manage various meeting types (e.g., Review, Planning, Audit, Training).
  - Manage meeting venues including physical rooms and virtual meeting links.
  - Ensure venues can be selected and assigned for scheduled meetings.
- **Meeting Scheduling and Minutes Recording**
  - Schedule meetings by selecting meeting type, venue, departments involved, and participating staff.
  - View meetings filtered by department, meeting type, venue, or staff member.
  - Update, cancel, or reschedule meetings with status tracking.
  - Record meeting minutes, decisions taken, issues raised, and action items.
- **Meeting Attendance and Participation Tracking**
  - Maintain attendance using MeetingMembers to associate multiple staff members with each meeting.
  - Track who attended, who was absent, and roles of attendees (e.g., organizer, presenter, participant).
- **Dashboard and Data Overview/Statistics**
  - Display key information such as upcoming meetings, recently completed meetings, venue availability, and department-wise meeting counts.
  - Show quick insights such as most frequent meeting types, busiest departments, or staff participation statistics.
- **Input Validation and Error Handling**
  - Ensure all meeting-related inputs (date/time, venue, participants) are validated for correctness and conflicts.
  - Provide meaningful error messages, warnings, and user-friendly alerts for invalid or conflicting actions (e.g., double-booked venues or overlapping meetings).

### 3. Project Timeline

Week No.	Week Date	Task List
1	01-12-25 to 06-12-25	Study and Analysis of Existing MoM/Scheduling Systems for the understanding of project & Database Design.
2	08-12-25 to 13-12-25	Database Schema Design and Stored Procedure Creation
3	15-12-25 to 20-12-25	Start Screen Design with a Common Layout
4	22-12-25 to 27-12-25	Screen Designs for List Pages and Add/Edit Pages
5	29-12-25 to 03-01-26	Model Class Preparation with Data Annotations and Validations
6	05-01-26 to 10-01-26	CRUD Operation for a Single Module/Table
7	12-01-26 to 17-01-26	CRUD Operation 2-3 Modules/Table
8	19-01-26 to 24-01-26	CRUD Operations for 2 Advanced Modules/Tables (Meetings & Meeting Members)
9	26-01-26 to 31-01-26	Dashboard Design and Implementation
10	02-02-26 to 07-02-26	Export Functionality Implementation for All List Pages
11	09-02-26 to 14-02-26	Session Management – Login, Logout, and User Registration
12	16-02-26 to 21-02-26	Final Evaluation

### 4. Database Overview

<b>MOM_MeetingType</b>		
ColumnName	DataType	Remarks
MeetingTypeID	Int	PK, AutoIncrement
MeetingTypeName	Nvarchar(100)	Not Null
Remarks	Nvarchar(100)	Not Null

Created	DateTime	Default GetDate()
Modified	DateTime	Not Null

### MOM\_Department

ColumnName	DataType	Remarks
DepartmentID	Int	PK, AutoIncrement
DepartmentName	Nvarchar(100)	Not Null
Created	DateTime	Default GetDate()
Modified	DateTime	Not Null

### MOM\_MeetingVenue

ColumnName	DataType	Remarks
MeetingVenueID	Int	PK, AutoIncrement
MeetingVenueName	Nvarchar(100)	Not Null
Created	DateTime	Default GetDate()
Modified	DateTime	Not Null

### MOM\_Meetings

ColumnName	DataType	Remarks
MeetingID	Int	PK, AutoIncrement
MeetingDate	DateTime	Not Null
MeetingVenueID	Int	FK Meeting Venue, Not Null
MeetingTypeID	Int	FK Meeting Type, Not Null
DepartmentID	Int	FK Department, Not Null
MeetingDescription	Nvarchar(250)	Allow Null
DocumentPath	Nvarchar(250)	Allow Null
Created	DateTime	Default GetDate()
Modified	DateTime	Not Null
IsCancelled	Bit	Allow Null
CancellationDateTime	DateTime	Allow Null
CancellationReason	Nvarchar(250)	Allow Null

### MOM\_Staff

ColumnName	DataType	Remarks
StaffID	Int	PK, Auto Increment
DepartmentID	Int	FK Department, Not Null
StaffName	Nvarchar(50)	Not Null

MobileNo	Nvarchar(20)	Not Null
EmailAddress	Nvarchar(50)	Not Null
Remarks	Nvarchar(250)	Allow Null
Created	DateTime	Not Null, Default GetDate()
Modified	DateTime	Not Null

## MOM\_MeetingMember

ColumnName	DataType	Remarks
MeetingMemberID	Int	PK, AutoIncrement
MeetingID	Int	FK Meeting, Not Null
StaffID	Int	FK Staff, Not Null
IsPresent	Bit	Not Null
Remarks	Nvarchar(250)	All Null
Created	DateTime	Not Null, Default GetDate()
Modified	DateTime	Not Null

## 5. Functional Requirements

### Meeting Type Management: Priority – 1

- Manage (Create, View, Edit, Delete) meeting types.
- Prevent duplicate MeetingTypeName entries
- Maintain audit fields (Created, Modified) automatically

### Staff (Member) Management: Priority – 2

- CRUD operations.
- Prevent duplicate emails
- Ensure valid department assignment

### Department Management: Priority – 1

- Manage all departments.
- Prevent duplicate department names

### Meeting Venue Management: Priority – 1

- Manage meeting room/venue records
- Prevent duplicate Names
- Ensure valid capacity entry

### Meetings Management: Priority – 3

- Complete meeting scheduling.
- Conflict checking for venue & time
- Track modifications via timestamps

### Meeting Members / Attendance Management: Priority – 4

- Many-to-many mapping between Meetings & Staff.
- Track attendance
- Prevent duplicate Staff entries for same meeting

## 6. Screen List

### 1. Authentication & Dashboard

1. **Login Page:** Role-based authentication (Admin / Meeting Organizer (Convener)/ Staff)
2. **Dashboard:** Overview of upcoming, completed, and cancelled meetings. Displays meeting stats, recent MOMs, and pending follow-ups.
3. **Profile:** View/update user details (staff/student).

### 2. Master Configuration

- o Meeting Type
- o Staff
- o Department
- o Venue

### 3. Meeting Management

- o Creation/Edit of Meetings
- o Cancel Meetings
- o Meeting List/ Calendar View
- o Meeting Detailed View

### 4. Attendance & Participants

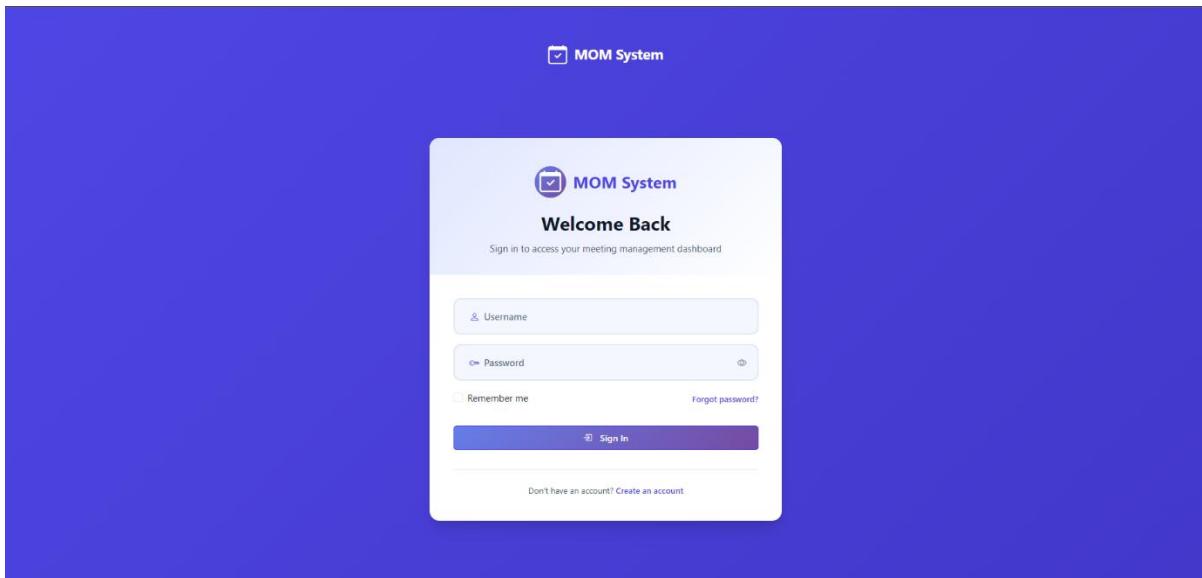
- o Add Meeting Members
- o Mark Attendance
- o View Attendance Summary

### 5. Reports & Analytics

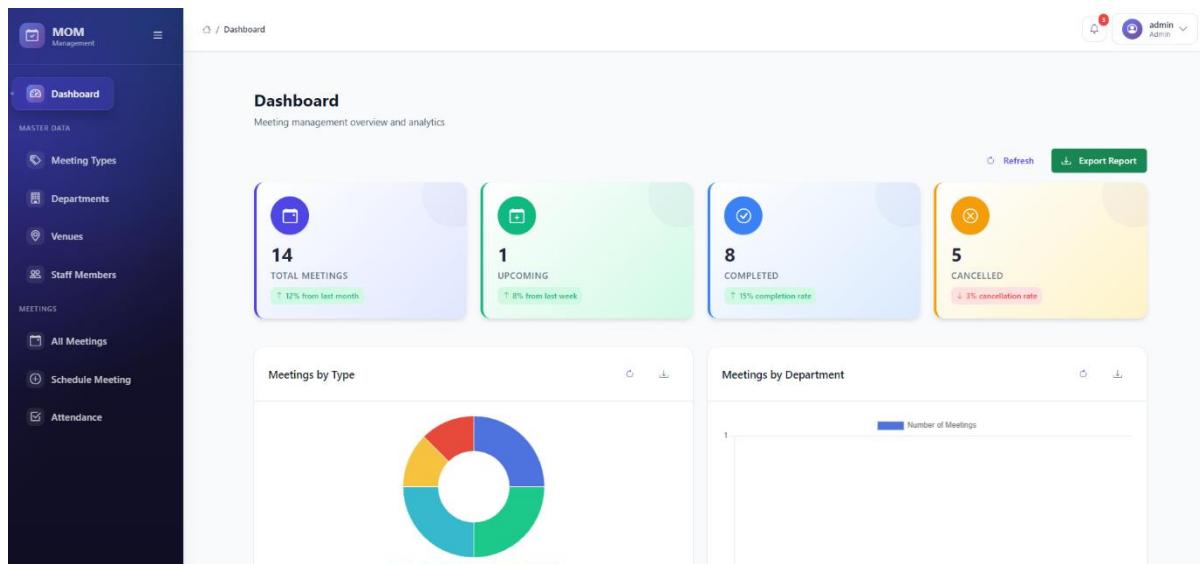
- o Meeting Summary Report
- o Meeting Wise Report
- o Export to Excel / PDF

## 7. Screen Design Reference

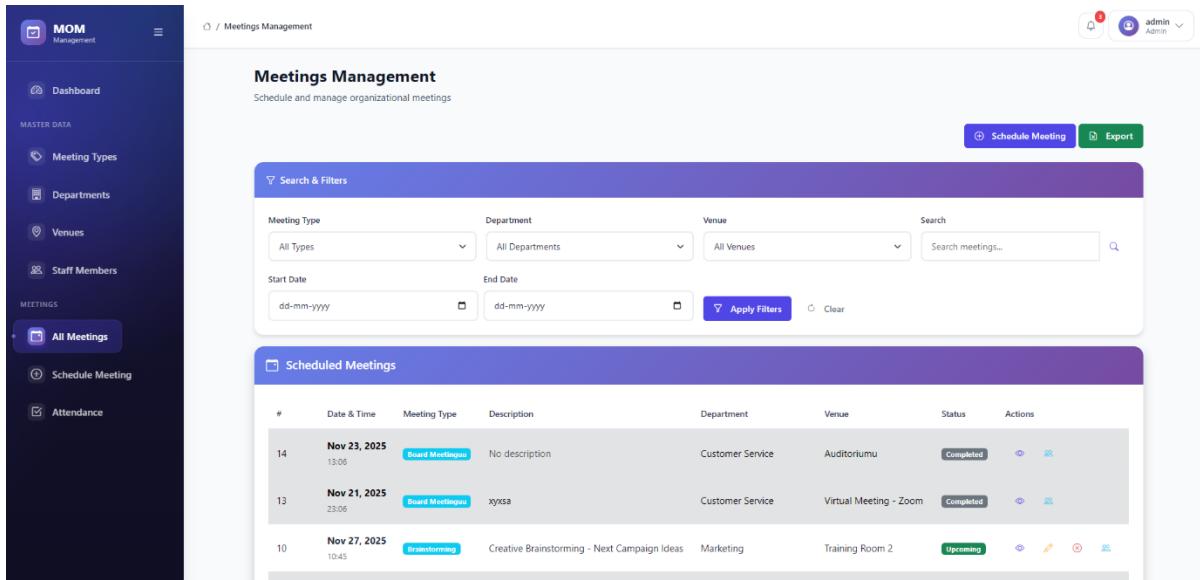
### Login Page



## Dashboard



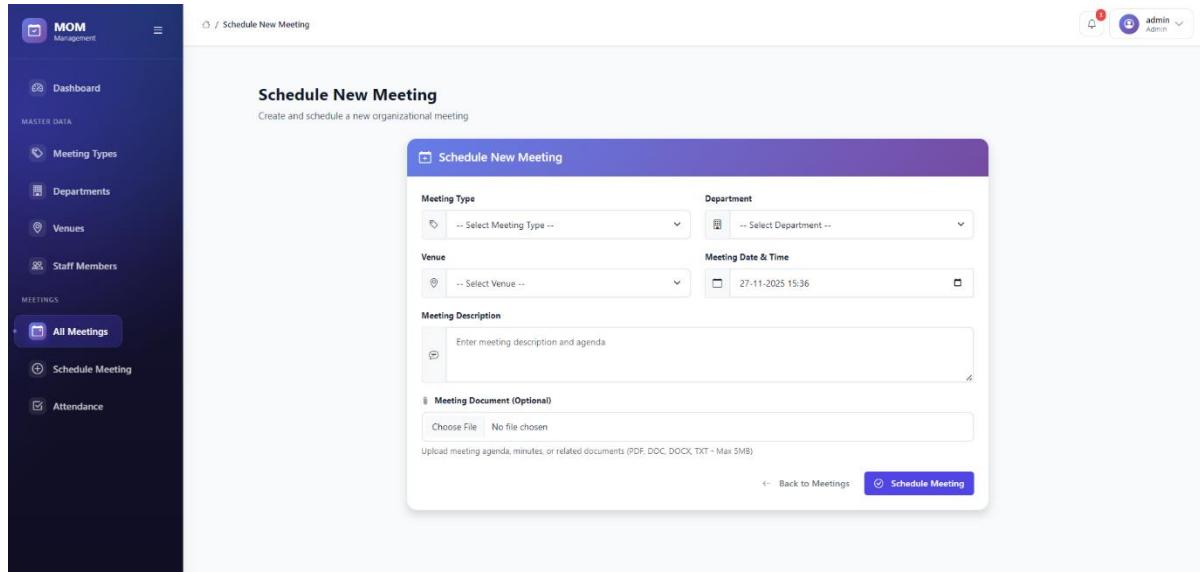
## Meeting List Page



The screenshot shows the 'Meetings Management' section of the application. On the left, a sidebar menu includes 'Dashboard', 'MASTER DATA' (Meeting Types, Departments, Venues, Staff Members), 'MEETINGS' (All Meetings, Schedule Meeting, Attendance), and a notification bell icon. The main area is titled 'Meetings Management' with the subtitle 'Schedule and manage organizational meetings'. It features a 'Search & Filters' bar with dropdowns for 'Meeting Type' (All Types), 'Department' (All Departments), 'Venue' (All Venues), and a search input. Below is a table titled 'Scheduled Meetings' with columns: #, Date & Time, Meeting Type, Description, Department, Venue, Status, and Actions. Three meetings are listed:

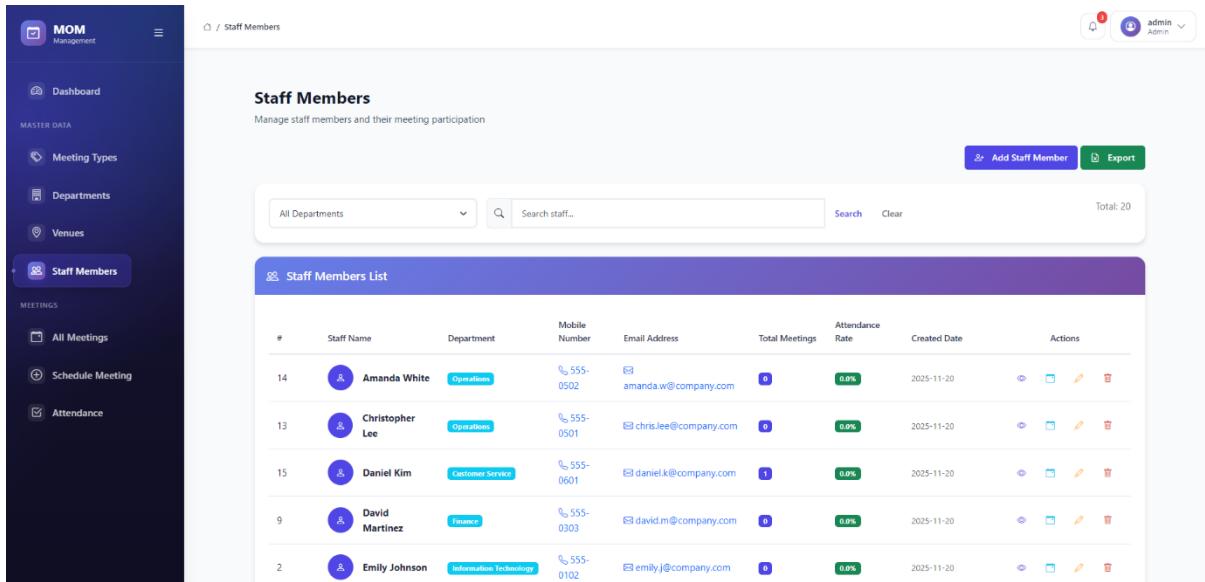
#	Date & Time	Meeting Type	Description	Department	Venue	Status	Actions	
14	<b>Nov 23, 2025</b> 15:06	Board Meetings	No description	Customer Service	Auditorium	Completed		
13	<b>Nov 21, 2025</b> 23:06	Board Meetings	xyksa	Customer Service	Virtual Meeting - Zoom	Completed		
10	<b>Nov 27, 2025</b> 10:45	Brainstorming	Creative Brainstorming - Next Campaign Ideas	Marketing	Training Room 2	Upcoming		

## Meeting Add/Edit Page



The screenshot shows the 'Schedule New Meeting' page. The sidebar is identical to the previous page. The main area is titled 'Schedule New Meeting' with the subtitle 'Create and schedule a new organizational meeting'. It features a form titled 'Schedule New Meeting' with fields for 'Meeting Type' (dropdown), 'Department' (dropdown), 'Venue' (dropdown), 'Meeting Date & Time' (date picker set to 27-11-2025 15:36), 'Meeting Description' (text area with placeholder 'Enter meeting description and agenda'), and 'Meeting Document (Optional)' (file upload field showing 'Choose File No file chosen'). At the bottom are 'Back to Meetings' and 'Schedule Meeting' buttons.

## Staff List Page

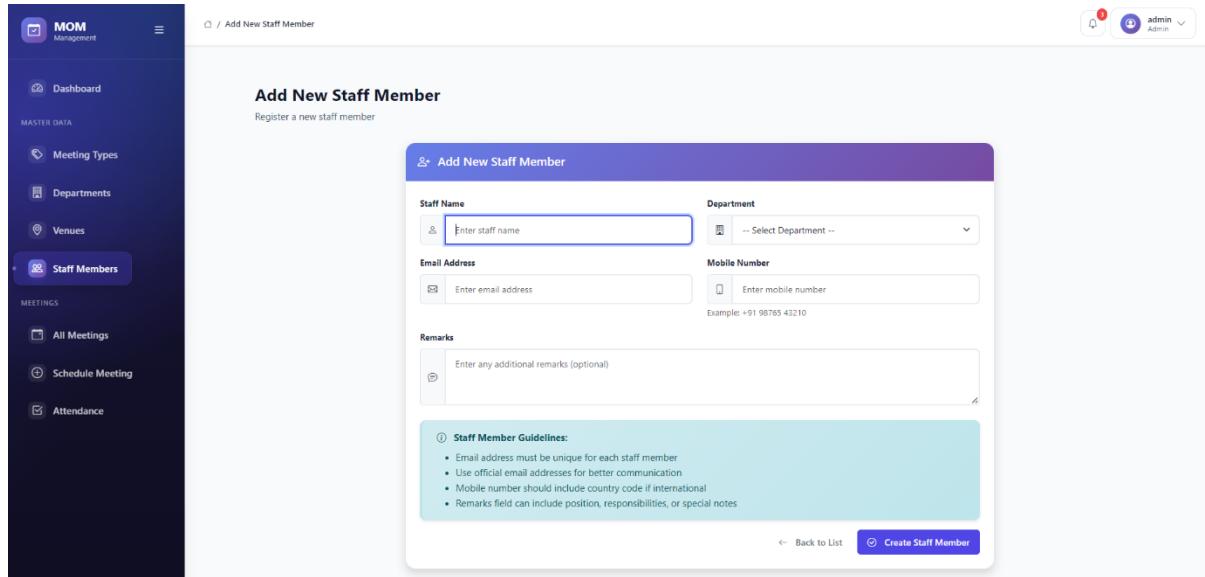


**Staff Members**

Manage staff members and their meeting participation.

#	Staff Name	Department	Mobile Number	Email Address	Total Meetings	Attendance Rate	Created Date	Actions
14	Amanda White	Operations	555-0502	amanda.w@company.com	0	0.0%	2025-11-20	
13	Christopher Lee	Operations	555-0501	chris.lee@company.com	0	0.0%	2025-11-20	
15	Daniel Kim	Customer Service	555-0601	daniel.k@company.com	1	0.0%	2025-11-20	
9	David Martinez	Finance	555-0303	david.m@company.com	0	0.0%	2025-11-20	
2	Emily Johnson	Information Technology	555-0102	emily.j@company.com	0	0.0%	2025-11-20	

## Staff Add/Edit Page



**Add New Staff Member**

Register a new staff member

**Staff Name:**

**Department:**

**Email Address:**

**Mobile Number:**   
Example: +91 98765 43210

**Remarks:**

**Staff Member Guidelines:**

- Email address must be unique for each staff member
- Use official email addresses for better communication
- Mobile number should include country code if international
- Remarks field can include position, responsibilities, or special notes

[Back to List](#) [Create Staff Member](#)

**Best of luck!**