**Minutes of Meeting (MOM)**
**Project Title:** Smart Automated Attendance Notification System
**Date:** 24th Aug 2025
**Time:** 10:00 p.m. – 1:45 a.m.
**Venue:** Online (Google Meet)
**Attendees:** Group C3-G1 Members – Abhishek, Adhishree, Shridipa, Harsh Vardhan, Priyanshu

**Agenda**

· Resolve error in attendance workflow related to missing "Status" column
· Reconfigure email logic to prevent mass mailing to all students
· Implement weekly attendance summary logic
· Finalize logging of email delivery status in Sheet2
· Assign media responsibilities for project showcase

**Discussion Points**

· Faced a critical error: `Status does not belong to the table` due to removal of "Status" and "Status Date" columns from the original sheet.
· As a result, emails were being sent to all students listed in Sheet2 regardless of their attendance.
· Adhishree and Abhishek collaborated to debug the issue. They removed the initial `For Each Row` loop and commented out the `Build Data Table` activity to isolate the problem.
· Attempted restructuring by placing `For Each Row` and `Assign` activities after the SMTP block, but `Add Data Row` and `Write Range` were incorrectly tied to the `attendance` variable.
· Final solution:

  - Removed global `For Each Data Row` loop
  - Used `Build Data Table` inside an `If` condition to dynamically construct the output
  - Implemented a new `For Each Row in Data Table` loop for sending emails only to absentees
  - Used `Add Data Row` to log student name, email, and delivery status in Sheet2

**Weekly Report Workflow**

· Created a new data table to store weekly absentee summary
· Used `Assign` activity to initialize `abs_count = 0` and `COI_index = 2`
· Reason:

  - `abs_count` tracks number of absences per student
  - `COI_index` helps consistently reference the column of interest in the original attendance sheet
    · Activities were chosen to ensure modularity and clarity in data processing
    · Adhishree and Abhishek worked together to design and test this logic, ensuring accurate extraction and counting of absentee data

**Decisions Taken**

· Avoid global loops for attendance filtering to prevent logic conflicts
· Use conditional logic for dynamic table creation
· Separate email and attendance workflows for clarity
· Log only relevant entries (absentees) in Sheet2
· Assign media tasks for project showcase

**Work Done by Each Member**

**Abhishek**
· Led debugging of the "Status" error
· Rebuilt email logic and logging structure
· Designed weekly report workflow and variable setup
· Assigned to film the project demo video

**Adhishree**
· Collaborated with Abhishek on error resolution and weekly report logic
· Validated data extraction and absence counting
· Assigned to write the caption for the LinkedIn post

**Shridipa**
· Documented MOM for Day-4
· Coordinated team review and ensured clarity in workflow structure
· Participated in testing and logic refinement

**Harsh Vardhan**
· Assisted in testing email logic and verifying Sheet2 entries
· Reviewed weekly report structure and suggested refinements

**Priyanshu Raj**
· Participated in testing and reviewed final output