**Minutes of Meeting (MOM)**

**Project Title:** Smart Automated Attendance Notification System  
**Date:** 22nd Aug 2025  
**Time:** 9:00 p.m. – 12:20 a.m.  
**Venue:** Online (Google Meet)  
**Attendees:** Group C3-G1 Members – Abhishek, Adhishree, Shridipa, Harsh Vardhan, Priyanshu Raj

**Agenda**

* Finalize and implement email automation for absentees using UiPath
* Automate Excel update to reflect email status
* Test workflow end-to-end for selected test cases
* Discuss edge cases and error handling

**Discussion Points**

1. Email Automation for Absentees

* Used **Send SMTP Mail Message** activity in UiPath
* Iterated through each row using **For Each Row in DataTable**
* Applied **If Condition**:
  + If status = "A" → send email to corresponding address
  + Email content included student name and absence notification
* Verified that emails were sent only to absentees
* Added log messages for successful email dispatch

2. Excel Automation – Email Sent Column

* Created new column titled **"Email Sent"** dynamically
* Used **Assign Activity** to update the column after email dispatch
* Suggested by **Shridipa**: use **Build Data Table** to manage and copy email status info efficiently
* Ensured column creation only if it didn’t already exist
* Updated rows with "Yes" for absentees who received emails

3. Workflow Testing

* Ran test cases with mixed attendance statuses
* Verified correct email delivery and Excel updates
* Discussed handling of invalid/missing email addresses

4. Error Handling & Logging

* Added **Try-Catch** blocks around email activity
* On failure, logged error and marked "Failed" in Email Sent column
* Discussed retry mechanism for failed emails

Decisions Taken

* Finalized email automation using SMTP
* Confirmed logic for updating Excel with email status
* Adopted **Build Data Table** approach for managing email status
* Added error handling and logging for robustness
* Planned to test with larger datasets next session

**Work Done by Each Member**

● Abhishek

* Developed and tested email automation workflow
* Implemented Excel update logic post-email dispatch
* Added error handling and logging
* Created all of the rest processes only for 1 day

● Adhishree

* Validated Excel updates and refined column creation logic
* Assisted in testing and debugging the email workflow
* Collaborated with Abhishek to troubleshoot and resolve the SMTP configuration issue, ensuring smooth email delivery.

● Shridipa

* Helped update the new Excel sheet with email status
* Suggested using **Build Data Table** for managing email info
* Actively participated in testing and workflow refinement
* Documented MOM for Day-3

● Harsh Vardhan

* Suggested improvements in email content and structure
* Reviewed logic for conditional column creation
* Proposed fallback mechanism for email failures

● Priyanshu Raj

* Verified email IDs for test cases
* Participated in group discussions
* Helped validate Excel formatting