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Seat No: 176

Project ID: 31

Project title: portal to generate Minutes of Meeting

Technical Components:

| Component | MERN Stack |
|-----------|---|
| Frontend | <ul style="list-style-type: none">• React (JS library for building user interfaces) |
| Backend | <ul style="list-style-type: none">• Node.js with Express.js |
| Database | <ul style="list-style-type: none">• MongoDB(NOSQL Database) |
| API | <ul style="list-style-type: none">• OpenAPI |

PROBLEM STATEMENT:

The inefficient and fragmented process of generating minutes of meetings for boards of senior leaders, advisory committees, and steering committees must be rectified. Key issues that must be addressed include the following:

- 1. Manual Effort:** Manual efforts currently expend too much time and labor to manually transcribe notes, compile documents, and ensure precision.
- 2. Inconsistency:** The highly variable nature of memoranda formats and contents due to disparate note-takers operating without standardized templates results in inconsistency.
- 3. Delayed Distribution:** Delays in distributing the finalized minutes to participants and stakeholders can potentially lead to miscommunications and missed deadlines as a result of the postponed dissemination.
- 4. Limited Accessibility:** Additionally, it is difficult to access past memoranda and track actions taken or decisions made in prior meetings with limited accessibility.
- 5. Collaboration Challenges:** Existing collaboration tools are insufficient for enabling real-time input from multiple attendees during and after gatherings.

PROJECT-FLOW:

Purpose:

The primary purpose of developing this new automated portal is to efficiently generate Minutes of Meeting that accurately capture the discussions and decisions from an array of important gatherings. Board of Studies meetings, Academic Council Meetings, and Steering Committee Meetings all require detailed records of the exchanges and outcomes to properly inform stakeholders and move initiatives forward. This portal aims to handle the generation, management, and distribution of these crucial MoMs in a user-friendly manner that saves time and reduces room for error compared to conventional documentation practices. Through a more sophisticated set of capabilities, coordination between parties will be enhanced and transparency maintained.

Scope:

The proposed project aims to develop an all-encompassing digital hub for generating, managing, and distributing Minutes of Meeting materials from Board of Studies assemblies, Academic Council discussions, and Steering Committee conferences. This portal will provide automated MoM construction, synchronous collaborative notetaking, predefined and customizable minute templates, centralized document storage, and sophisticated search capabilities. The overarching goal is to boost

productivity, accuracy, and cooperation in documentation procedures surrounding assemblies. Seamless integration with existing academic and administrative systems will allow minutes to flow into records and task tracking efforts with minimal manual labor. Discussions at all levels will benefit from consistent, detailed records that promote transparency, accountability and informed decision-making.

Business Context:

By lowering the manual labor required to create MoM, the portal will improve organizational efficiency in the company setting and free up staff members to work on more strategically important activities. The automated features and established templates will guarantee consistent meeting documentation, lowering the possibility of errors and misunderstandings. Additionally, the consolidated document repository will make it simple to obtain past meeting minutes, supporting continuity and well-informed decision-making. Thus boosting organizational efficiency by minimizing scheduling conflicts. Primary stakeholders include students, faculty, administrative staff, and the IT department.

Consideration:

- All users possess active Google accounts for authentication.
- Users have regular access to internet-enabled devices.

Dependencies:

- Integration with Google OAuth for user authentication.
- Consistent performance and availability of the existing MoM portal .

User personas:

- **Student:** Needs an up-to-date schedule to effectively plan activities.
- **Faculty:** Requires the ability to send out meeting schedule and update meetings.
- **Admin Staff:** Manages system operations, add, remove and approve the meetings of MoM portal.

User Stories:

- As a student, I want to view and aware about an important informations, new rules and regulations, events, meetings, ongoing and upcoming college activities meeting schedule, meeting information of my college activities through MoM portal to organize my day

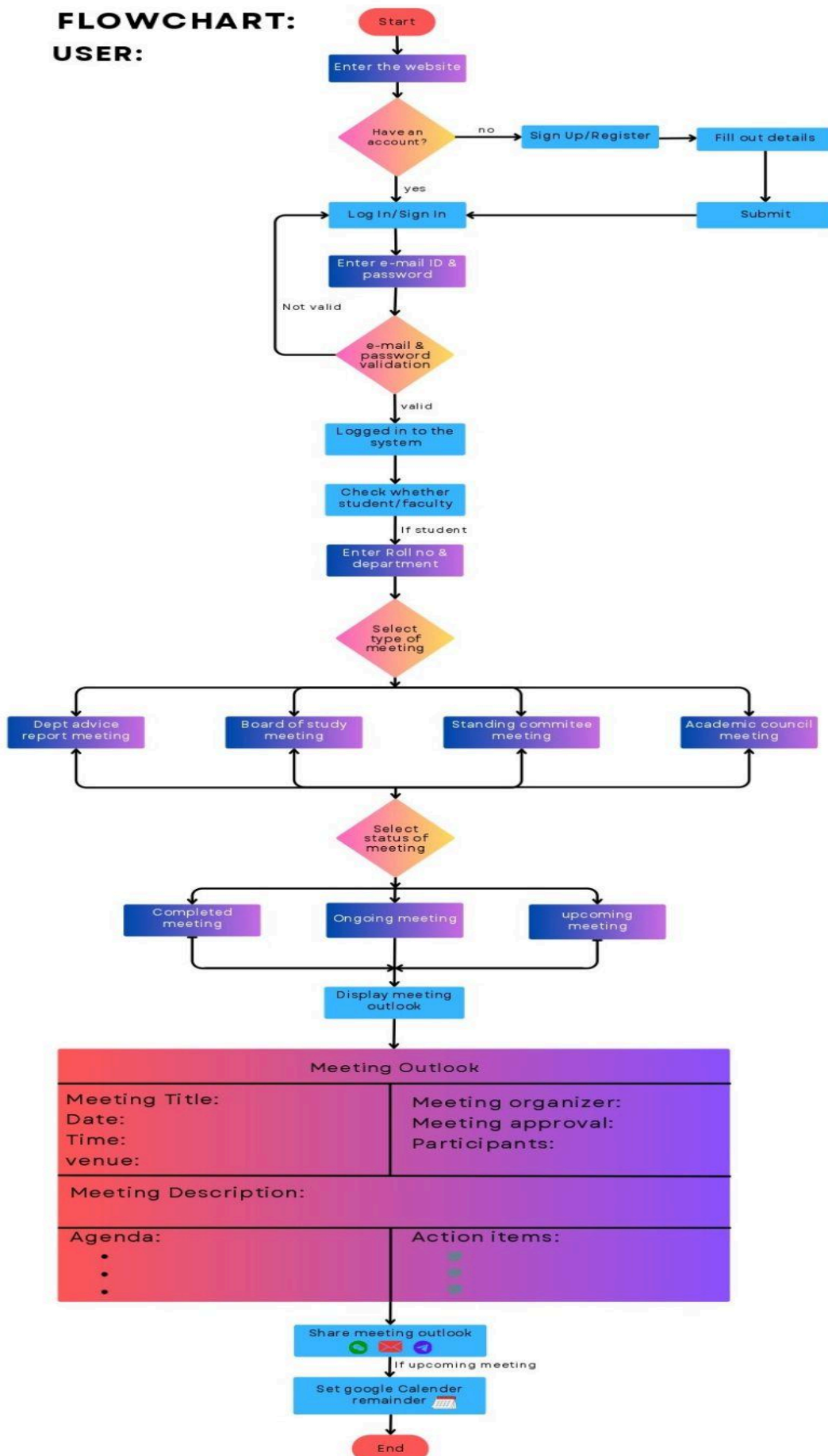
effectively.

- As a faculty member, I need to ensure my communications such as important informations, new rules and regulations, events, meetings, ongoing and upcoming college activities to reach students without conflicting with their other scheduled activities through MoM portal.

Functional Requirements:

- **User Authentication:** Secure login using Google OAuth.
- **Create Meetings:** Ability to schedule a new meeting with details such as date, time, participants, and agenda.
- **Invite Participants:** Send email invitations to participants with meeting details and agenda.
- **MoM Templates:** Provide templates for taking minutes during different types of meetings.
- **Email Notifications:** Send notifications for upcoming meetings, changes in schedule, and assigned tasks.
- **Meeting Summaries:** Generate summaries of meetings including agenda, attendees, minutes, and action items.
- **Export Options:** Export meeting minutes and reports in various formats (PDF, DOCX, etc.).
- **Calendar Integration:** Sync with calendar applications for scheduling, notifications and reminders.
- **Dashboard:** Provide a dashboard for users to see upcoming meetings, tasks, and recent activities.

**FLOWCHART:
USER:**



ADMIN:

