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| Team Meeting | | | | April 9, 20208:05 – 9:05 PMGoogle Hangouts | |
| Meeting called by: | Prof. Raghu B. A. | Type of meeting: | Presentation of Knowledge Management Portal | | |
| Attendees: Priyadith T P, Nagesh K J, Vinayaka M Hegde, S Thejas, Ganesha K S | | | | | Team 17 |

# Minutes

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| Agenda item: | Demonstration of the working LIC KM Portal | Presenter: | Vinayaka Hegde |

#### Discussion:

The interface of the website was discussed and suggestions were given by the Professor on improvements that needed to be done like what additional features are expected in each field may it be the user field or the employee/agent field and on what format the results must be displayed. The UI of the portal must be improved and the queries must give a wide range of results so that the website is more product ready and thus more professional.

#### Conclusions:

The conclusion drawn was that the portal must look more presentable with the additional features included.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * To add new areas to the Policies count field   and to display the results with more detail. | Vinayaka M Hegde | April 15th |
| * Report of details of policies must be in the Supervisor interface | Nagesh K J | April 15th |
| * Results should be displayed in order along with aligned tables and date of last update. Display logo in all pages | Ganesha K S | April 15th |
| * Searching the policies must be more robust both in user and employee side (entering any field of the policy must display full details of the policy). | S Thejas | April 15th |
| * The suggestions field must be updated dynamically (Ex: one-word entry should not replace the previous suggestions) and must be displayed along with the date of last update | Priyadith T P | April 15th |

# Other Information

#### Special notes:

A re-demonstration with the improved and updated portal must be given on or before April 19th.