MINUTES OF MEETING

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| **Meeting Date and Time** | 07-Aug-2021, 6:00PM | **Meeting Location** | India |
| **Meeting Organizer** | Gayathri V | **Meeting Chair** | Mr. Siddayya |
| **Minutes Drafted Date** | 08-August-2021 | **Meeting Title** | Internship Website:  Re-Design & Development |

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| **Attendance** |  |
| * Vivek Nishad * Vineet Pant * Gayatri * Haritha * Purva Pathak * Saikat * Sourabh * Ayush * Shivam Yadav * Khushbu Sonkar * Ankit * Meet Patel * Abhishek * Sanurag Gupta * Navneet Kumar * Smita Khode * Reshma Barvin * Raja Taid * Suthira Heenetimulla * Anurag Gupta   . Inam Ulhaq  .Devaansh Dhingra |  |

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| **Brief Description/Agenda** |
| * Discussion on the current design of: <https://www.figma.com/file/5AwfW1LO2g7SopZz9wHFHv/Photoshooto01?node-id=131%3A2>. * Review and discussion based on changes made by UI/UX team. * Recommend Design Upgrade, suggestions made and reviewed with Design Team. * Design completion by today and design based working distribution. |

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| **Summary of discussion** | |
| No | Items Discussed |
| 1. | Data we need from user in different stages of login/Internship sign up/Details Form. |
| 2. | Details to be taken in which section and part of website. |
| 3. | skills and ability, aim for profile of the intern joining candidate. |
| 4. | Collection of data and certification proof for a 90 days’ time period (if you want loyalty certificate). |
| 5. | Different layer creation for Different users. |
| 6. | 1st layer-Any user can come to website get info, see blogs and get news, apply for internship without log in into website. |
| 7. | 2nd layer-Employees only- see data, tasks, attendance and other details under discussion. |

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| **Meeting Conclusion** |
| The meeting concluded with everyone in the team recommending to proceed with the website redesign and the changes to be finalized to further procced the development of website.  There were several doubts, queries, recommendation and discussion on how to divide team to create a report on the design and the working flow model of a user based on a login of user.  Data collection through Various Stages and a data flow creation, so that no data is repeated to conserve database space and avoid excess and avoidable accumulation of data. |