

Meeting Minutes

Date: 27th August 2014

Time: 10am

Team Project Number: 35

Attendees: Akhil Batra, Pranav Samvith, Amitha G, Inturi Suhas Reddy, Ganesh Iyer(Client).

Agenda: Clarity about the requirements of project and discussion of ideas as to how to go about with the project work.

Minutes:

Discussion:

- Our web application should be finished by R1 and the mobile application by R2.
- Event creation/modification/cancellation can be carried out by the OPF team only.
- He has advised us to explore into third party APIs of event management websites for web suggestions to help the OPF team in organising events. Like resorts available for booking in hyd or movies. Fetching suggestions not a high priority for him as of now.
- Events could be classified into categories in the form of a picklist.
- Email notifications to the registered employees of a given event.
- The OPF team would be granted administrative rights similar to the kind our team would have until project completion and there would be a separate portal for employees to register for events. Client has told us that he would discuss with his team at office and let us know how to allow external authentication on Rollbase.
- Employee portal will have three things.
 - 1) Registering and viewing the current events.
 - 2) Giving ideas for future events.
 - 3) Giving feedback for the existing events.
- For event analytics to know which events people prefer, graphs and charts could be used on a tab.
- On the portal where employees can register, a link called Give Feedback should be present. A category on the Give Feedback page could have feedback on existing event(current events can pop up).

Action Points:

- Objects and their attributes have to be identified.
- Design and estimation of the outlay of the portal for employee registration.

Written by: Amitha G.

