|  |  |  |
| --- | --- | --- |
| Meeting Title | : | **E-Appointment Weekly** |
| Time & Place | : | 18th Feb 2016 , 4.30PM – 6.00PM , On-Campus |
| In Attendance | : | |  |  | | --- | --- | | **Name** | **Company** | | Sangeeta Joshi |  | | Ekta Khiani |  | | Shravani Edem |  | | Nilam Patil |  | | Shweta Sahu |  | |
| Absent | : | None |
| Agenda | : | **To discuss the users and finalize the main features** |
| Minutes Submitted By | : | Sangeeta Joshi |
| Next Meeting  Time & Place | : | 4.00PM – 6.00PM , 02/22/2016 |
| Sign Off | : |  |

| Meeting Notes, Decisions, Issues |
| --- |
| **Purpose : To discuss the main users and finalize the main features and clarify Prof Roxana’s queries.** |
| **Details** |
| *Yes, 4 users*  *-When admin creates the users, he will assign them a role. Based on the role of the person logging in the landing page will be different For ex. Students can make appointment whereas faculty/staff can see the list of appointments and manage the appointments.*  *This is how restrictions will work.*  *Prospect students logs in as guest so we can identify them and will give them access to the admission department only.*  *- Admin will create the users, update the user data and delete the users.* |

| Action Items | | | | |
| --- | --- | --- | --- | --- |
| **ID** | **Action** | **Owner** | **Due Date** | **Status** |
| 1. | Email Prof Roxana and clarify queries | Sangeeta | 18 Feb 2016 | Done |