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| Meeting Title | : | **E-Appointment Weekly** |
| Time & Place | : | 4th Feb 2016 , 4.00PM – 6.00PM , On-Campus |
| In Attendance | : | |  |  | | --- | --- | | **Name** | **Company** | | Sangeeta Joshi |  | | Ekta Khiani |  | | Shravani Edem |  | | Nilam Patil |  | | Shweta Sahu |  | |
| Absent | : | None |
| Agenda | : | **To discuss the project ideas** |
| Minutes Submitted By | : | Sangeeta Joshi |
| Next Meeting  Time & Place | : | 4.00PM – 6.00PM , 02/11/2016 |
| Sign Off | : |  |

| Meeting Notes, Decisions, Issues |
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| **Purpose : To discuss the project ideas** |
| **Details** |
| **1. E-Appointment System:**  This system can be used by current students, staff, and new students to schedule an appointment online.  New students will  have access to only the front desk and admission department.  Current students will have access to the faculty of their registered courses and some of the teams in the university like SGA, ISO, Career advisor, library etc.  Faculty will also have some access to the system.  Advantage:   * As the front desk is not available round the clock, online system can make it easier. * This will save the time and resources to visit the university to make an appointment.   **2. Campus recruitment system:**  A college campus recruitment system that consists of a student login, company login and an admin login. The project is beneficial for college students, various companies visiting the campus for recruitment and even the college placement officer. The software system allows the students to create their profiles and upload all their details including their marks onto the system. The admin can check each student details and can remove faulty accounts. The system also consists of a company login where various companies visiting the college can view a list of students in that college and also their respective resumes. The software system allows students to view a list of companies who have posted for vacancy. The admin has overall rights over the system and can moderate and delete any details not pertaining to college placement rules. The system handles student as well as company data and efficiently displays all this data to respective sides.  Advantages:   * There will be no need of putting up notice or emailing every student about the company coming in college. The students can keep updated themselves through this software. * The company can view all students' detail and system can shortlist students according to their criteria instead of doing manually. * There is admin login that can view and manage both students and company's account and also can put up notifications. * Student can register online instead of going to placement department for registration. * This system saves time and efforts. |

**3. Alumni Management System:**

This system will be used by current students, the Alumni's and university admin. This will help in networking, reunion, get together institute events, news about alumni's, memories, recognition and most important communication.

We can have candidate contact, recruitment referral support, candidates career questions and much more.

Advantages:

* This can help current students to contact the alumni's for help in different areas.

Alumni's can also keep connected to their university and know what’s happening.

| Action Items | | | | |
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| **ID** | **Action** | **Owner** | **Due Date** | **Status** |
| 1. | Draft and mail the project ideas to Roxana | Sangeeta | 8th Feb 2016 | Done |