

# MINUTES OF MEETING

**Date:** 16<sup>th</sup> April, 2024

**Time:** 5pm

**Client:** Mrs. Lalitha Gutha

## **Agenda:**

To show the modified "Template editing" using the WYSIWYG editor.

To show the Dashboard filters that were implemented.

To discuss any remaining requirements that need to be completed before the final submission.

## **Meeting points:**

1. We presented the client with the filters that we applied in the admin portal dashboard, as mentioned by her in the last meeting, and she was satisfied.
2. We presented the client with the modified template editing made using the WYSIWYG editor, and she said that it was fine.
3. We asked her about user authentication; she said that it was not necessary.
4. We asked her if she had any other requirements.
  - She told us to modify options for shortlisting candidates and sending them to the next round.
  - She told us to implement "Sending email" using the SMTP protocol, as proposed earlier.
  - She told us to implement application forwarding to other department heads by HR using email.
5. We informed her that the final submission should be done by the 20th and asked if we could meet her before that, to which she agreed.

## **Actionable Plans:**

Implementing sending email using the SMTP protocol.

Implementing application forwarding.

Ensuring that we complete all the requirements and make necessary integrations required to present to the Client.

**Next meeting:**

19<sup>th</sup> April 2024

4:30 pm