

Minutes of Meeting

Date: 28/3/2024

Time: 5:00pm

Client: Mrs. Lalitha Gutha

Agenda:

Presentation of Admin Portal Templates Mechanism
Analytics Page Demonstration
SMTP Protocol for Email Sending
Implementation Suggestions by Client
User-Friendly Template Editing with WYSIWYG

Meeting Points:

Presentation of Admin Portal Templates Mechanism:

- The team demonstrated the mechanism for creating different templates within the admin portal web page. Various functionalities such as template creation, editing, and management were showcased.

Analytics Page Demonstration:

- A detailed walkthrough of the analytics page was provided, highlighting key metrics, graphs, and data visualization techniques used to present meaningful insights.

SMTP Protocol for Email Sending:

- The team explained the implementation of sending emails through the SMTP protocol. This includes setting up email servers, configurations, and ensuring reliable email delivery. Butt Clint has said that she will take care of mail setup.

Implementation Suggestions by Client:

- The client suggested implementing a mechanism to send emails per candidate and per group. This would enhance communication efficiency and cater to specific targeting needs.

User-Friendly Template Editing with WYSIWYG:

- The client recommended integrating a WYSIWYG editor for template editing by users. This would enable a more intuitive and visual approach to designing templates within the admin portal.

Action Items:

Research and implement a suitable WYSIWYG editor for template editing within the admin portal.

Next Meeting:

Date: 4/4/2024

Time: 5:00pm