

Minutes of Meeting

Date:- 1st March, 2024

Team no :- 8

Client: Mrs.Lalitha Gutha

T.A.: Mr.Akshit Sharma

Agenda:

1. Review of work done in last week
 - Complete Application form
 - Admin portal dashboard
2. Discuss next implementation steps for the admin portal.

Meeting Points:

- We presented the client the complete application form and asked her if she had any suggestions/additional requirements for the form
 - She was satisfied with the form.Mentioned some additional requirements:Include IIITH logo on the page;To create a review page for applicant where he/she can view the details they have filled;To provide an option for downloading the same
 - We presented the intital version of Admin portal dashboard
 - We asked her the Dashboard requirements and the requirements for Applications and Positions pages
1. She mentioned the following as Dashboard Requirements(for now):To display Number of persons applied for different positions,shortlisted persons,statistics of selection of people when compared to number of applicants;Applicants shortlisted for further rounds;Yearwise recruitment of different positions
 2. For Applications Page:Fetch data from database about applications and display them
 3. For Positions page:Display the list of positions;Option to add a new position
- She mentioned about Login page for Applicant so that one can review their application status-But she said we can think about implementing this later

Actionable plans:

1. Include additional features for the application form
2. For Admin Portal:
 - Applications page
 - Positions page

Next meet: 7th March, 2004