

# MINUTES OF MEETING

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

**Client:** Mrs. Lalitha Gutha

## **Agenda:**

1. Review of work done in last week (form UI and admin portal design)
2. Discuss next implementation steps for the admin portal.
3. Confirming requirements for SRS

## **Meeting Points:**

1. We presented the client with the admin portal design and she was satisfied.
2. Changes in the admin portal design as suggested by the client –
  - Search feature to be added in employees, positions and applications
  - Common option for viewing all shortlisted, round 1 and round 2 candidates in the applications page
  - Add active/inactive option for positions
  - No need of implementing creating employees as we would integrate it later with IMS. Only viewing all employees option is needed
  - Add rich text editor for editing email templates.
3. We also got few doubts regarding the requirements clarified - Position option in the applications form should be a single choose option (not multi-select)
4. We presented the updated Form UI based on last week's suggestions and the client was satisfied. However, minute changes are still to be made and data validity checks should be implemented.
5. We discussed about scope of the project in terms of releases. For R1, we should at-least be done with Application Form, Candidate and Position Management.

## **Actionable Plans:**

1. Complete application form
2. Develop admin portal dashboard

**Next Meet:** 23<sup>rd</sup> February, 2024