

MINUTES OF MEETING

Date: 19th April, 2024

Client: Mrs. Lalitha Gutha

Agenda:

1. Demonstrate the entire project and collect feedback

Meeting Points:

1. We presented the client and her supervisor with the entire project completed and she was satisfied.
2. We presented them with the major implementation changes since the last client meet –
 - CAS Authentication for the admin portal
 - Forwarding applications feature and ensuring only the forwarded department head can modify the status.
 - Send emails feature based on application status.
3. We discussed about the future scope of the project as suggested by the supervisor –
 - Candidate portal can show a preview of the application before submitting.
 - The relation of positions mentioned on the IIITH careers website and the database used in the project. The HR portal can have an option in the positions section to automatically create a position on the website as well.
 - HR portal can have a generate report feature which can provide detailed yearly reports about the applications and positions.
 - Ensuring data backup and low latency in communication between different sections of the project (frontend, backend, mongodb)
 - Creation of a user manual and development manual.
 - Deployment of the project
4. Overall, both the client and her supervisor were very satisfied by the project's design, implementation and functionality.