

# MINUTES OF MEETING

**Date:** 21<sup>st</sup> March, 2024

**Client:** Mrs. Lalitha Gutha

## **Agenda:**

1. Review of work done till R1
2. Discuss next implementation steps for the admin portal.

## **Meeting Points:**

1. We presented the client with all the progress completed till R1 and she was satisfied.
2. Candidate application form review by the client –
  - Suggested to left align (instead of center align) the position details when view details button is clicked.
  - No other changes are required and the client was satisfied with the entire application form and application status tracking by candidate.
3. Admin portal review by the client -
  - Client was satisfied with the implementation of add/modify positions and candidate's application details along with the status update feature.
  - Client suggested to work on the analytics dashboard consisting of details of all applications and positions.
  - Client suggested to work on the email templates feature with a layout to view and edit email templates and send them appropriately to the candidates when selected.
4. We discussed about the application details layout as the current implementation is not user friendly for updating the status. We will update the layout as a side panel to make it easily accessible.
5. We discussed about the design layout for send email feature which should send email templates with relevant application details and custom details like interview time, location, etc.

## **Actionable Plans:**

1. Complete candidate form with small changes
2. Develop admin portal analytics page
3. Develop admin portal templates page
4. Develop mechanism for sending emails to candidates

**Next Meet:** 28<sup>th</sup> March, 2024