Meetings

We need to create meeting on a committee and invite members to this meeting, member must be a committee member only

Committees table is: COMMITTEE and member on the committee on table COMMITTEE_MEMBERS and each member have a role on this committee this roles id

(634: Committee Vice-manager, 204: Committee Member, 205: Committee Manager)

Committee's management screens we will be from administration to create committee and assign committee members and roles and we will make this later.

The user who has a committee manager role he will be able to create a meeting on this committee.

1- Login Screen: this screen to login in our system and load user roles, I think we build login screen on other system using angular
2- Home page: for normal user we need to show 3 tabs (Active meetings and Old meetings, BD Dashboard) each tab contain a table grid include his meetings , we can do this from tables (MEETINGS,MEETING_MEMBERS), if I have committee manager role I will see another tab (my committees)
    - Active meetings and Old meetings table will be like

ID	Description	Committee	Members	Approve	Comments	Date	Start	End
1	Description 1	Committee 1	5	4	1	20/05/2019	11:30	12:30
2	Description 2	Committee 2	6	0	0	22/05/2019	13:40	15:00

This list order be meeting date and start time, the meeting description will be a link to view meeting details.

Note: approve and comments columns will visible only if the user has committee manager role

- My committee tab it's will be like (note: it can be tree table)

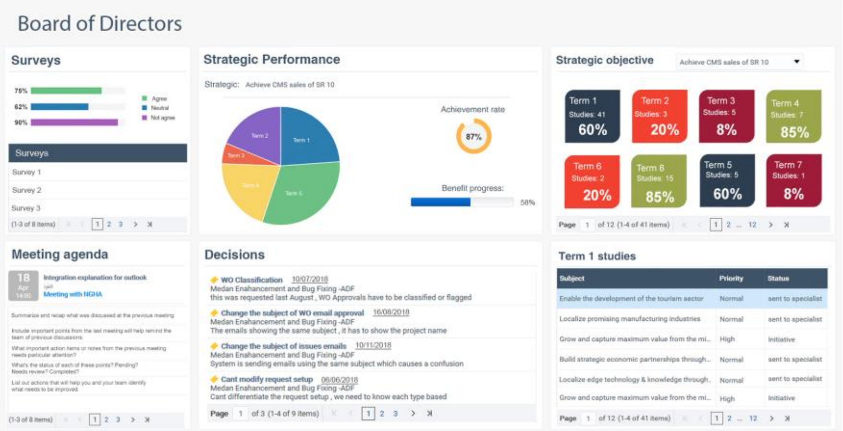
Committee	members	active meetings	finished meetings	Closed meetings	
SMO committee	6	1	0	4	+
Board committee	5	2	1	6	+

Commented [Ma1]: Create new meeting on this committee

Committee name is a link to open committee screen, we have tabs

- Committee members: list of members on this committee and I can add or remove member
- Active meetings: list of active meetings and button for create new meeting
- Finished meetings: list of meetings that all members approve the meeting presentation and need to close
- Closed meetings: list of closed meeting

3- BD dashboard: this tab visible if the user has a role to view this tab and data come from his committee like this



Board of Directors

Surveys

Surveys
Survey 1
Survey 2
Survey 3
(1-3 of 8 items) 1 2 3

Strategic Performance

Strategic: Achieve CMS sales of SR 10

Achievement rate

Benefit progress:

Strategic objective Achieve CMS sales of SR 10

Term 1 Studies: 41 60%
Term 2 Studies: 3 20%
Term 3 Studies: 5 8%
Term 4 Studies: 7 85%
Term 6 Studies: 2 20%
Term 8 Studies: 15 85%
Term 5 Studies: 5 60%
Term 7 Studies: 1 8%

Page 1 of 12 (1-4 of 41 items) 1 2 ... 12

Meeting agenda

18 Apr 14:00 Integration explanation for outlook
Meeting with NGHA

Summarize and recap what was discussed at the previous meeting

Include important points from the last meeting will help remind the team of previous discussions

What important action items or notes from the previous meeting needs particular attention?

What's the status of each of these points? Pending? Needs review? Completed?

List out actions that will help you and your team identify what needs to be improved

(1-3 of 8 items) 1 2 3

Decisions

WO Classification 10/07/2018
Medan Enahancement and Bug Fixing -ADF
this was requested last August , WO Approvals have to be classified or flagged

Change the subject of WO email approval 16/08/2018
Medan Enahancement and Bug Fixing -ADF
The emails showing the same subject , it has to show the project name

Change the subject of issues emails 10/11/2018
Medan Enahancement and Bug Fixing -ADF
System is sending emails using the same subject which causes a confusion

Cant modify request setup 06/06/2018
Medan Enahancement and Bug Fixing -ADF
Cant differentiate the request setup , we need to know each type based

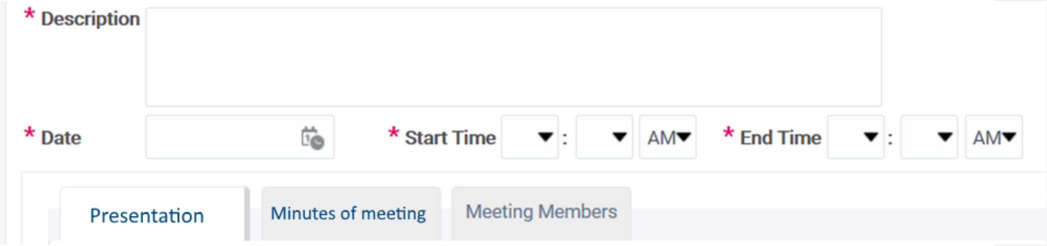
Page 1 of 3 (1-4 of 9 items) 1 2 3

Term 1 studies

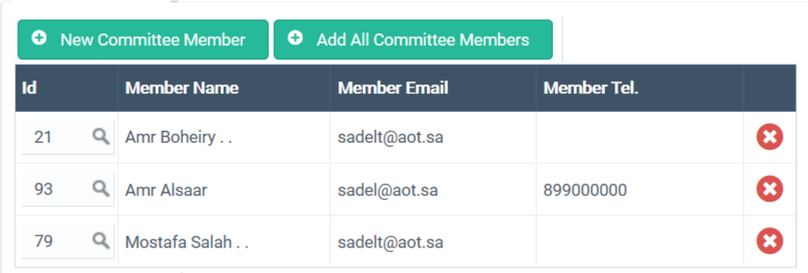
Subject	Priority	Status
Enable the development of the tourism sector	Normal	sent to specialist
Localize promising manufacturing industries	Normal	sent to specialist
Grow and capture maximum value from the mi...	High	Initiative
Build strategic economic partnerships through...	Normal	sent to specialist
Localize edge technology & knowledge through..	Normal	sent to specialist
Grow and capture maximum value from the mi...	High	Initiative

Page 1 of 12 (1-4 of 41 items) 1 2 ... 12

4- Create new meeting: in this screen we will show meeting details and 3 tabs such as



- Presentation and minutes of meeting tables contain upload PDF or image file with check box to allow comments or not, only 1 in each tab, if he need to change it remove the file first and upload new one
- Members tab: allow to invite member to this meeting such as



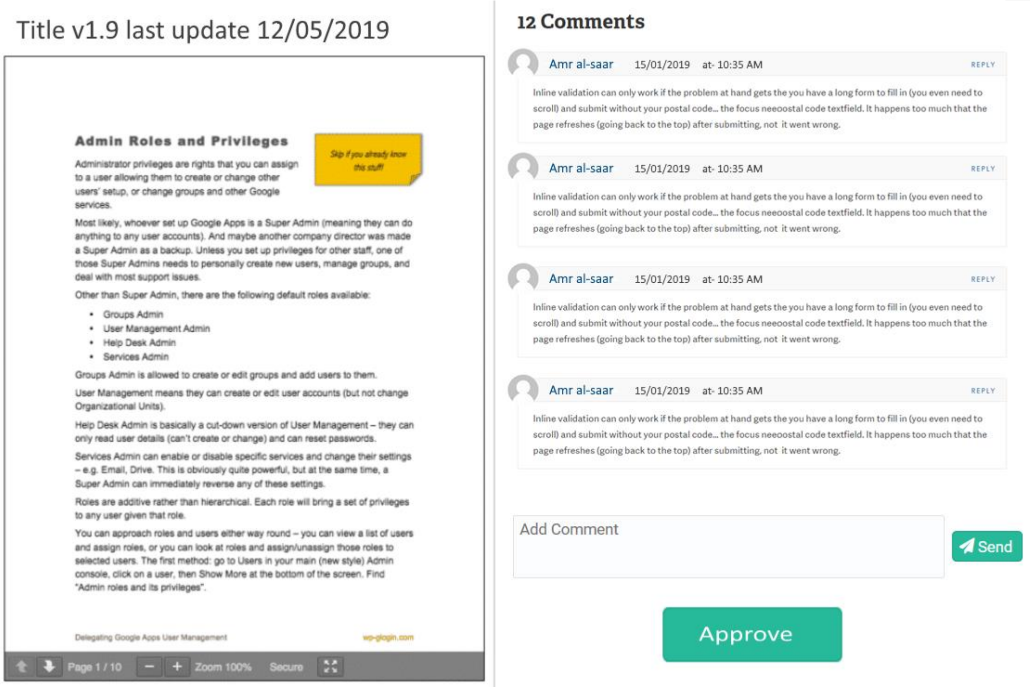
Id	Member Name	Member Email	Member Tel.	
21	Amr Boheiry . .	sadelt@aot.sa		✖
93	Amr Alsaar	sadel@aot.sa	899000000	✖
79	Mostafa Salah . .	sadelt@aot.sa		✖

- After save this meeting the system will send invitations by email to all meeting members with a view link to enable user open the meeting direct from this link such as the link has meeting id and after login the system redirect automatic to this meeting

5- View meeting: we have 3 roles manager, member and board viewer

- Member: has 5 tabs full screen (Presentation ,live view, Minutes of the meeting, Resolutions, members)

  Presentation: only view PDF or image with comments
  Live view: live share screen from user (*)
  Minutes of the meeting: view PDF or image and approve, comment buttons. If the user click on approve the approve button hidden and mark as approved
  Resolutions: in this tab view only the approved minutes of meeting, if meeting not finish the tab will be empty or default image (In progress …)
  Members: the list of members on this meetings with indicator online/offline



Title v1.9 last update 12/05/2019

Admin Roles and Privileges

Administrator privileges are rights that you can assign to a user allowing them to create or change other users' setup, or change groups and other Google services.

Most likely, whoever set up Google Apps is a Super Admin (meaning they can do anything to any user accounts). And maybe another company director was made a Super Admin as a backup. Unless you set up privileges for other staff, one of those Super Admins needs to personally create new users, manage groups, and deal with most support issues.

Other than Super Admin, there are the following default roles available:

- Groups Admin
- User Management Admin
- Help Desk Admin
- Services Admin

Groups Admin is allowed to create or edit groups and add users to them.

User Management means they can create or edit user accounts (but not change Organizational Units).

Help Desk Admin is basically a cut-down version of User Management – they can only read user details (can't create or change) and can reset passwords.

Services Admin can enable or disable specific services and change their settings – e.g. Email, Drive. This is obviously quite powerful, but at the same time, a Super Admin can immediately reverse any of these settings.

Roles are additive rather than hierarchical. Each role will bring a set of privileges to any user given that role.

You can approach roles and users either way round – you can view a list of users and assign roles, or you can look at roles and assign/unassign those roles to selected users. The first method: go to Users in your main (new style) Admin console, click on a user, then Show More at the bottom of the screen. Find "Admin roles and its privileges".

Delegating Google Apps User Management wp-glogin.com

12 Comments

Amr al-saar 15/01/2019 at- 10:35 AM

Inline validation can only work if the problem at hand gets the you have a long form to fill in (you even need to scroll) and submit without your postal code... the focus neeoostal code textfield. It happens too much that the page refreshes (going back to the top) after submitting, not it went wrong.

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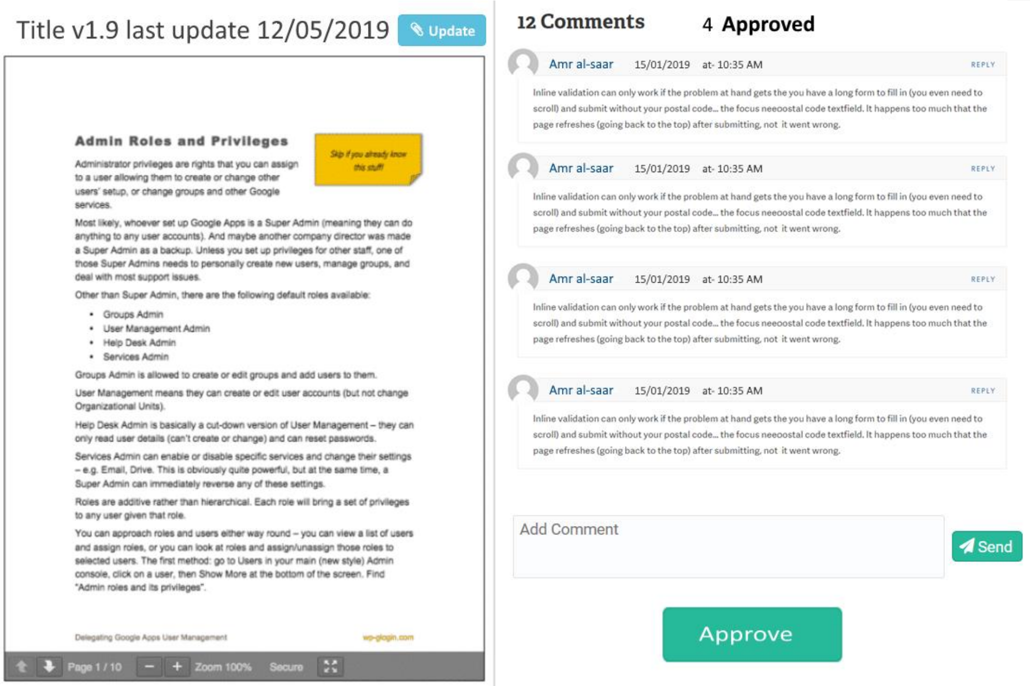
- ○ Manager view: also has 5 tab same as the normal user full screen (Presentation ,live view, Minutes of the meeting, Resolutions, members)
  Presentation: only view PDF or image with comments
  Live view: live share screen from user (*)

Minutes of the meeting: view PDF or image and he can update file and save the old one as old version and once update the approval count and comments reset to 0 and save all old to the history



Title v1.9 last update 12/05/2019

Admin Roles and Privileges

Skip if you already know this stuff!

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wp-glogin.com

12 Comments 4 Approved

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Resolutions: in this user can upload the PDF or image final result of Minutes of the meeting if the user upload the file the meeting will closed

Members: the list of members on this meetings with indicator online/offline

Note meeting status (1 = Confirmed, 2 = Pending, 3 = Canceled, 4 = Closed)

1: the meeting active

2: the meeting approved but result not uploaded

3: cancel meeting

4: closed meeting and final result uploaded