**Event Management DASHBOARD**

**First Meeting –**

Points for discussion

1. Developing an interview dashboard for sync between all end users
2. We will be creating a full fledged web-app and not a plugin right now>
3. End users: Interviewer, Interviewee and HR
4. 2 sections , 1 for the questions and the other one for the questions that were asked
5. One chat box for communication
6. All video meeting  controls
7. Make a waiting lobby for all the candidates that have joined the meeting

Interviewer dashboard

1. 4 \*4 window showing the candidates face
2. No facility for video call
3. No screen sharing
4. Question suggestion area based on the skills required in the job posting
5. Space where I can add the questions that were asked during the interview
6. Feedback section
   1. Show the questions that were asked
   2. Selected or rejected or doubtful
   3. Overall feedback
   4. Comments if any
   5. Location Preference
   6. Expected CTC

Candidate’s screen

1. As soon as candidate logs in he will be routed to the pre interview formalities page where he would be required to upload the government id and take a selfie,

take a deep breath and let s go - > hr room (there should be a MIC)-> interview room

1. Make a waiting room ( a ui with chairs and he placed on one of them )
2. In the waiting room there would be a rectangular window with single page presentation which the HR needs to show. the candidate will first get an intermediate screen( a door displaying the job posting with skill set with a button ( click here to enter into the room)

1. Window for his face to be shown to himself
2. Text area
3. Screen sharing mic/cam turn off turn on
4. After the interview completes, the candidate should be redirected to the HR room.

HR screen

       1 . Waiting list

1. It would be in a tab format diplaying the following:

Name | Job ID | Route dropdown displaying the list of available rooms based on job id | route button | Interview status

The data should be sorted in ascending order of joining time

Seperate table displaying the following

Room no| Interviewer Name | JobIDs | Status

On click of route button , a request popup would be sent to the candidate asking him for approval, incase denied, HR would receive a notification in a separate section for the same

There will be ADMIN dashboards with role as HR and Interviewer → Accessed by the overall recruitment team. (Managers and HR)

**SECOND MEETING:**

1. Event Management Portal
   1. Creating a user in a signup page and then having a login page
   2. Depending on the event you need , we have minimal fields visible and option to add more options if necessary.
   3. On the landing page
      1. Creating an event
         1. Creating groups
         2. Specifying the group roles
         3. Setting up Reporting hierarchy
         4. Adding people in the groups
         5. Specifying their roles
         6. Todo list for each member for each group which can either be edited by the person itself or the group admin
         7. Progress page
         8. Pre event communication -
            1. Sending email to different departments ( user should be able to add  predefined templates) and approval mails should be tracked for approvals , there should be a form having the the fields Department name and also have an option to upload the mail.

Approval snapshots should have view/edit options

* + - * 1. Budget tracking
        2. Notification / Reminder
        3. Timelines( effort estimation)

1. Various teams are going to be involved
2. **Events → Internal** → External
3. Group the teams based on their work profile
4. Groups → Workers
5. Inside a group we can make a hierarchy for reporter and reportee.
6. Timesheet for all.
7. **Task to do List→ Let’s say is for person A**
8. **Pre event → During an event → Post event.**

Tasks assigned:-

1. Aaron - Techfest
2. Prateek - Sports event
3. Rishabh - Quarterly Team Party
4. Sandeep - Music event

Music (cultural event):

* While creating an event, suggestion to create a cultural event along with a brief description and a template.
  + Templates can have below groups and functionalities pre-loaded. User can add / remove.
  + If template is not chosen, groups and functionalities can be added manually.
* Groups:
  + Facilities - Arrange venue, housekeeping, equipment, accommodation, food arrangements, record event etc.
  + Transport - Arrange transport for stakeholders and reschedule employee transportation as per event schedule
  + CCD - Broadcast event for virtual attendees
  + CAG - Budget estimates, reviews, approvals
  + Event admins - Arrange celebrity / band, coordinate, get approvals, make changes, get status, review
  + Senior management - DC head, accounts head, facilities head etc. for approvals
  + Designers / Publicity (Marketing) - spread work on event, ensure participation
* Functionalities:
  + Add members and group admins - Members can be added to groups along with optional group admins.
    - Pull user details like emailId, phone from the directory #advanced (invite if user not reg)
  + Create and manage tasks.
    - Tasks can be assigned to group or individual
    - Task properties like priority, end-date, status (like new, done), phase (like pre-event), tags (like fun-task) etc.
    - Task dependencies (TaskB is blocked until TaskA is done) #advanced
  + ***Approvals - Create approval requests, send requests, track, manage, view all approvals and status. Properties can be similar to tasks (in fact, approvals can be considered as a special version of tasks)***
  + Notifications - individual and group level with custom notification preferences
  + Dashboard at event, group and individual level
    - Show tasks and status with sort and filter options
    - Show overall status and risks
  + Group admins and event admins can:
    - manage members
    - manage tasks
    - group admins can do this only for the group, event admins can do this for all
  + Option to create event page for everyone to view (we can prespecify the routes for the templates and if one template is in use for a certain event, that wouldn’t be shown to the other events templates list while creating the banner/brochure)

* Option to create and save communication (mail) templates and send mailers #advanced
* Suggestions can be provided while creating groups and tasks (based on type of event or group) #advanced
* Option to save groups, tasks and templates for use in future events #advanced (we can provide the facility to create a new group which can have a button as Save for later OR we can give an option to choose an existing group from the list.) Now this group we can create using create a group option even if we are not hosting any event atm. And will be saved against my userid.
* Reminder notifications for approvals and tasks   #advanced

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**Meeting 3:**

Functionalities common to all :

1. Landing page of the portal
   1. This would be having a carousel for advertisement of the portal. Some information displaying what the portal exactly provides the end users. Demo video
   2. Following buttons
      1. Login/Signup
      2. About us
      3. Contact us
   3. *User can plan the event at a basic level without login*

1. Login/ Register:
   1. Users are of two types:
      1. *Admin access for his organization*
         1. *Admin would have access to change the roles of the users*  **to be implemented later on.**
      2. Normal end users who have responsibilities **this would be included in the base version**
      3. Register → Email + Password + Phone number + Security Question + Name + Gender → after signing up, user first need to confirm their account creation through the link sent to their email.
      4. Login → Email + Password + Captcha
2. Homepage after Login:
3. Header → branding of website + Notification icon + Profile + Logout, Profile + Dark/Light Theme (advanced)
4. Welcome message → based on new user/existing user
5. Event info (Past event, Planned event) CARDS
6. “Plan My Event” button (dashboard) → TO take us to dashboard for creating the event

1. Creation of event:
2. First page → Category search field… which is editable as well as show suggestion in dropdown ; Title of event ; Details (optional)
3. Second page → Creation of group or choosing from existing list of groups

i) i**f choosing from existing**, enable the user to select from list of groups

ii) if creating a new group; new group dialog box will pop up and it will have the following: Name of group, two column view for Adding a member email and defining the **role (group leader, member),** add new row button for adding other users. There will be an o**ption to save this group for later**

**(Note: if the email exist, display the person’s name otherwise, send invite to the user to signup on portal)**

1. Overview of event in the form of **Manage My Event Page**:
2. Go to group → choose the member → it will open member account details (member basic details, to do list/goals)
3. If new goals are req to be added, there will be an option at **Manage My Event Page** to do so:   a pop-up will open for adding a task:

Optional drop-down for selecting pre-defined task from earlier saved task list

i.) Task Title

ii.) Task description

iii.) Start date; Due date (it would be useful when the end date is approaching for sending reminders) → will not be prefilled if task selected from drop-down

iv.) Select the group; multi-select → will not be prefilled if task selected from drop-down

v.) Select Assignee:  it will show group members; multi-select → will not be prefilled if task selected from drop-down. Displaying groupname | Membername

vi.) Priority level: 1/2/3 where 1 is most severe

vii.) Status (new by default can be changed to in progress and done by individual)

viii.) Option to save tasks for use in future events (mapped to account level)

→ disabled if task selected from existing tasks

1. Notification service wherever we are adding/assigning people and updating the event/to-do list tasks: it would be hierarchy level notification service from C to B and group B’s notif to A.
2. Push notifications for checking on the progress of a member/task based on a single click OR we can have a custom message option where user can add a recip. And send msg for immediate acknow.
3. **Perspective View:**

i.) **EVENT INCHARGE:** Everything including Option to create event page for everyone to view (we can prespecify the routes for the templates and if one template is in use for a certain event, that wouldn’t be shown to the other events templates list while creating the banner/brochure) another feature

ii.) **Group Leader:** Event details, his/her group members and their tasks, can add other members to his/her group and define their goals; he can also view/update progress on the goals assigned to him by the event incharge.

iii.) **Member:** Event details, view/update individual to-do list

Database

* User:
  + UserId (pk) -> AutoIncrement
  + EmailId (unique)
  + Name
  + Gender
  + Password
  + SecurityQ
  + SecurityAns
  + Mobile Number
* Event:
  + EventId (pk)
  + EventName
  + Description
  + Type
  + Status
  + CreatorId (fk - UserId)
  + Date
* Group:
  + GroupId (pk)
  + GroupName
  + EventId (fk)
  + AdminId (fk - UserId)

Create table tblGroups(

        GroupId SERIAL PRIMARY KEY,

        GroupName Varchar(20),

        EventId   Integer,

        AdminId   Integer)

* GroupMember:
  + GroupId (fk)
  + UserId (fk)
  + Roleid (fk) -> grouplevel
  + pk=GroupId+UserId

Create table tblGroupMembers(

        GroupId Integer,

        UserId Integer,

        RoleId   Integer,

        Primary Key(GroupId,UserId))

* Task: TaskId (pk)
  + TaskTitle
  + Description
  + StartDate
  + DueDate
  + Priority
  + Status
  + SaveForFutureFlag
  + GroupId (fk)
  + CreatorId (fk - UserId)
  + AssigneeId (fk - UserId)
  + UpdatedBy(Userid)

 tblRole(roleID (pk), role name, role description)

 EventRoleMapping - (id,roleid(fk),eventid,userId))

1- leader, 2- Owner, 3. Member, 4. Manager

CLOUD DB → Free Tier → Elephant SQL

Use any cloud db

Microservices:

1. Account -> User (Sandeep)
2. Event -> Event (Rishab)
3. Group (includes Group Member as well) -> tblgroups, tblgroupmembers(Aaron)
4. Task->Task (Prateek)
5. Notifications - > pending
6. API Gateway ‘-> At the end

Communication would be using basic auth.