Project Work Flow

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PROBLEM STATEMENT :

The objective is to develop an automated system for generating Minutes of Meeting (MoM) for various types of academic and administrative meetings such as Department advice Report meeting (DAM) ,Board of Studies (BoS), Academic Council Meetings (ACM), and Standing Committee Meetings (SCM). The current manual process is time-consuming, prone to errors, and lacks a centralized repository for tracking and managing meeting outcomes. The automated system aims to streamline the process, enhance accuracy, and provide easy access to past meeting records.

PROJECT-WORKFLOW :

PURPOSE:
The purpose of this project is to develop an automated system for generating and managing Minutes of Meeting (MoM) for various academic and administrative meetings, such as Department advice Report meeting (DAM) ,Board of Studies (BoS), Academic Council Meetings (ACM), and Standing Committee Meetings (SCM). The system aims to streamline the MoM creation process, improve accuracy, and provide easy access to historical meeting records.

SCOPE:
- Automate the scheduling, drafting, reviewing, approving, and distributing of MoMs.
- Create a centralized repository for storing and retrieving past MoMs.
- Provide role-based access and authentication.
- Support various meeting types (DAM, BoS, ACM, SCM) with customizable templates.

BUSINESS CONTEXT :
Academic and administrative bodies frequently hold meetings to discuss important issues, make decisions, and assign action items. Currently, the process of recording, reviewing, and distributing MoMs is manual, time-consuming, and prone to errors. An automated system will increase efficiency, reduce errors, and ensure consistency in the MoM documentation process.

CONSIDERATIONS:

- Provide user-friendly interfaces and intuitive workflows.
- Allow for customization of templates to suit different meeting types.

DEPENDENCIES:

- User authentication and authorization system.
- Database management system for storing meeting details and MoMs.
- Email service for distributing MoMs to attendees.
- Frontend and backend development frameworks and tools.
- Stakeholder availability for requirements gathering and user acceptance testing.

USER PERSONAS:

- **Student:** Needs easy access to MoMs and timely updates on meeting decisions affecting them.
- **Faculty:** Requires efficient meeting scheduling, accurate MoM documentation, and streamlined approval processes.
- **Admin Staff:** Manages scheduling, documentation, and distribution of MoMs, ensuring accuracy and consistency.

USER STORIES:

- As a Student, I want to easily access MoMs from meetings I attend so that I can stay informed about decisions and action items that affect me.
- As a Faculty member, I want to schedule meetings and enter details so that I can inform attendees in advance.
- As an Admin Staff member, I want to manage user roles and permissions so that I can control access to sensitive information.

FUNCTIONAL REQUIREMENTS :

- **User Authentication and Authorization:** Ensure secure login and role-based access control.
- **Meeting Management:** Schedule, edit, and cancel meetings with detailed information.
- **MoM Generation:** Automatically create draft MoMs using predefined templates.
- **Review and Approval Workflow:** Facilitate MoM review, edits, and approval before distribution.
- **MoM Distribution:** Email approved MoMs to meeting attendees.
- **Centralized Repository:** Store and allow retrieval of all MoMs in a searchable database.

FLOW CHART :