

TEAM 5

Minutes of Meeting

Meeting Topic	Kick-off Meeting: Initial Requirements for Eklavya Dashboard Development
Date	13 th January, 2025
Time	3:00 PM - 3:45 PM
Venue	Google Meet

Attendees

- Shahid Ahmed, Client (Eklavya Foundation)
- Additional Client Representative
- Pranav Gupta, Teaching Assistant
- Team Members:
 - Aditya Chandramouli
 - Chaitanya Thogata
 - Krishiv Gupta
 - Sai Ravichandran
 - Sai Aditya Ramanathan

Meeting Objectives:

1. Understand Eklavya Foundation's current processes and expectations for the development of the Dashboard.
2. Establish key functionalities and features to be developed.

Discussion Points

1. **Project Overview:** A website to be created for the Eklavya Organization. The login page should show the upcoming events at their location, and all other requirements as mentioned below. This dashboard is to be built from scratch.

2. CMS Preference:

- **CMS Benefits:** The client suggested using a CMS as it saves time and energy in development. But there is scope for enhancement in the future.
- **Customization:** The CMS should be customized to suit Eklavya Foundation's specific needs for leave management, information sharing and any other additional features required by the client.

3. Organizational Flexibility:

- **Attendance Management:** Eklavya Foundation is not rigid about attendance. There is no biometric system.

4. Leave Management:

- **Leave Tracking:** The system should account for the total number of leaves used and available. The number of leaves left should be visible to each person in their dashboard.
- **Leave Allocation:**
 - ✓ **Annual Leave Calculation:** Full-time employees' leaves are calculated annually.
 - ✓ **Quarterly Leave Calculation:** Part-time and contract-based employees' leaves are calculated quarterly.

5. Information Sharing:

- **Organizational-Level Sharing:** Multiple types of information sharing at the organizational level, including events happening at that location, project updates, leave notifications, and course details (if any). Also
- **Dashboard Functionality:** The dashboard will allow employees to log in and comment on posted information. It will also display their remaining leave balance and list the important tasks assigned to them within their respective teams.
- **Team-specific communication** with priority-based notifications.

- Communication should be possible between teams at different locations.
For Example: There might be information that is to be shared between the library team present in Bhopal and the library team present in Hoshangabad (but not with every department/team)
- Availability of different groups:
 - ✓ A master group for all Eklavya members
 - ✓ Location- based group
 - ✓ Team-specific group
- Possibility for editing on which person belongs to which team and what all access does he have.

6. Current Processes:

- Leave Accounting: The Centre In-charge currently manages leave accounting using Excel sheet.

Key Takeaways:

- The platform will facilitate both formal and informal information sharing.
- The platform will support different types of leave calculations and task management.
- The system will be built from scratch with potential integration of any additional features as required by the client.

Action Items:

- Team 5: Have a brief discussion on what all technologies would be required for building the dashboard.