Minutes of Meeting	
Date	12th February, 2025
Time	3:30 PM – 4:15 PM
Venue	Google Meet

Attendees

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

Meeting Objectives:

1. Understanding the structural hierarchy of Eklavya Foundation and its dynamic nature.
2. Defining the process for rolling out announcements based on location and projects.
3. Exploring the possibility of in-house hosting and technical feasibility.
4. Clarifying the media sharing options within the dashboard.

Discussion Points

1. Master Location System : The HQ is located in Bhopal. The three main locations under Eklavya function independently and are considered to be the root in the hierarchy. Any new locations that come up will have a designated parent location for proper categorization. Admins should have the ability to add new locations as needed.

2. Announcement System : Announcements should be location- and project-specific. When rolling out an announcement, there should be an option to select both the location and the project to ensure targeted communication. A dropdown feature should be included for selecting the relevant location and project before publishing an announcement. If a project is selected, the announcement should reach everyone involved in that project.

3. In-House Hosting & Technical Considerations : We discussed the technical aspects of the client's in-house server and their preferences for hosting the project.

4. Media & Additional Features : Users should be able to comment on announcements. The option to attach images should be available, especially when possible, within system constraints. Any newspaper announcements related to the organization should also be shareable on the dashboard.

5. Mongo DB and alternatives : We also discussed MongoDB with the client, highlighting that the trial version has limited storage capacity. We inquired whether he would be open to upgrading to a paid plan in the future if needed. In response, he asked us to explore possible alternatives that could offer better scalability and cost-effectiveness.

Key Takeaways:

o A flexible, dynamic structural hierarchy needs to be implemented.

o The announcement system should allow for both location-based and project-based sharing.

o Admin control over adding new locations should be incorporated.

o Technical feasibility for in-house hosting should be explored further.

o Image sharing and comments on announcements should be supported.

Action Items:

- ○ Team 5:

  - Discuss further on possible alternatives for MongoDB as this would be a trial version and if the client is willing to upgrade when the project is hosted.

  - Have a FIGMA design of the dashboard to give the client a basic idea.