Minutes of Meeting	
Date	21st March, 2025
Time	4:00 PM - 4:20 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. Clarify the necessity of both super admin and admin roles and define their functionalities.
2. Review and incorporate suggested UI changes for better user experience.
3. Finalize role-based access control for different levels of users.
4. Ensure seamless navigation and mobile responsiveness.
5. Discuss enhancements for event and content management.

Discussion Points

1. UI Enhancements: Make event and project cards more visually appealing. Ensure consistency in font and colour schemes across pages.

2. Mobile Responsiveness & Navigation: Ensure that all features are accessible on mobile devices. Optimize menus and navigation for ease of use on smaller screens. Implement a collapsible sidebar for better space utilization.

3. Enhancements in Event & Content Management: Events should have a clearer structure based on location and program hierarchy. Implement an option to filter and search for events based on different criteria.

4. Role-Based Access Control: Define access permissions for different user roles, ensuring proper data security. Super Admins should have complete control, while admins should manage content and user permissions within their assigned scope. Employees should only access information relevant to their projects and roles.

Key Takeaways:

- Role-based access control will be enforced for better security and clarity.
- UI improvements will focus on user experience and consistency.
- Admin and Super-Admin functionalities

Action Items:

- Team 5: Finalize the super admin and admin role definitions and permissions. Apply UI improvements based on feedback.