

TEAM 5

Minutes of Meeting	
Date	13 th January, 2025
Time	3:00 PM - 3:40 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 Eklavya Foundation's current process of leave management so that similar rules could be applied when building the dashboard
2. Evaluated the possibility of developing the project using the MERN stack instead of a CMS for greater flexibility and scalability.
3. Overview of the dynamic page structure.

Discussion Points

1. **Structural Hierarchy:** The structural hierarchy is subject to change over time and needs to be updated dynamically. A flexible approach will be adopted to accommodate future modifications in the hierarchy.
2. **Further insight into Leave Management:** The client currently manages leaves using Excel. Employees also have the freedom to take short leaves, which are also accounted separately. Leave accruals occur quarterly and vary based on employee type, requiring a proper tracking mechanism.
3. The client is open to having the dashboard built using MERN stack. A brief discussion was held on the advantages of using MERN for flexibility and scalability.
4. We also had a detailed discussion on what all kind of information would be shared and with whom they would be able to share this with. The team leaders would generally be posting information about some events that would take part at that location (or that particular center).

Key Takeaways:

- A comprehensive **leave management system** is needed to account for:
 - ✚ Leave accruals
 - ✚ Short Leaves
 - ✚ Leaves remaining
- Establish a clear framework for **information sharing**

Action Items:

- Team 5: Build a basic dashboard and then have a meeting to discuss what additional features could be added to enhance its functionality, improve user experience, and align it better with the client's requirements.
- Client: The client would be providing us with a documentation describing the structural hierarchy and also what are all the features that should be incorporated into the dashboard.