

TEAM 5

Minutes of Meeting	
Date	9 th March, 2025
Time	4:00 PM – 4:40 PM
Venue	Google Meet

Attendees

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

Meeting Objectives:

1. Present the basic website developed for the client and gather feedback.
2. Define the structure for user roles and permissions, including admin functionalities.
3. Establish leave request handling and its impact on project workflow.
4. Discuss event creation, visibility, and hierarchy-based sharing.
5. Ensure mobile responsiveness for field workers.

Discussion Points

1. Admin Role & Initial Setup : The admin (superuser) will be responsible for creating the database and configuring initial settings.
2. Clarity on Leave Request System :
 - ✓ Leave requests should be visible to **superiors** and all team members involved in the project.
 - ✓ There is no strict approval process for leaves of 1day, but visibility ensures that work delays can be anticipated.
 - ✓ Leaves longer than one day require approval from the superior.
 - ✓ Employees working on holidays should be eligible for **compensatory leave**.
3. Location-based Hierarchy: Locations are structured under the HQ, with programs and multiple projects under each program. For a more detailed view of the structural hierarchy, refer to the organogram on the Eklavya website.
4. Event Management & Visibility:
 - ✓ Events should be visible based on **location and program**. Some events should be accessible across all of Eklavya.
 - ✓ Events created under a **program** should be shared across all relevant locations. For suppose, **Hoshangabad** has **three projects**, and events created at this level should be shared across all three.
 - ✓ If an event is shared across programs, it should be accessible in **all centers running that program**.
 - ✓ Events specific to **LARI(program) in Hoshangabad** should remain restricted to that location.
5. Mobile Responsiveness : The platform should be fully **responsive for mobile devices**, particularly for field workers.
6. Content & Media Features : Users should be able to add both images and text content, similar to a blog post.
Event details should include:
Image, Title, Description, Date, Time, and Calendar Integration (if possible).
Short Information Sharing:
This differs from events and should allow user **comments**.

Key Takeaways:

- Events should be structured location-wise and program-wise, ensuring proper hierarchy-based sharing.
- The platform should support rich content sharing (images + text).
- Differentiation between events and short information sharing must be maintained.
- Leave request visibility should be implemented without a strict approval process.

Action Items:

Next Week:

- Implement leave calculation logic
- Add image uploading functionality
- Ensure mobile responsiveness