

User Manual for Meeting Minutes

Meeting Minutes is an internal application for the employees of HMWSSB to organize Meetings with in the organization. By this application employees can schedule a meeting for a selected date and also able to view all the various meeting that are going to be held within the HMWSSB.

This application mainly consist of two features

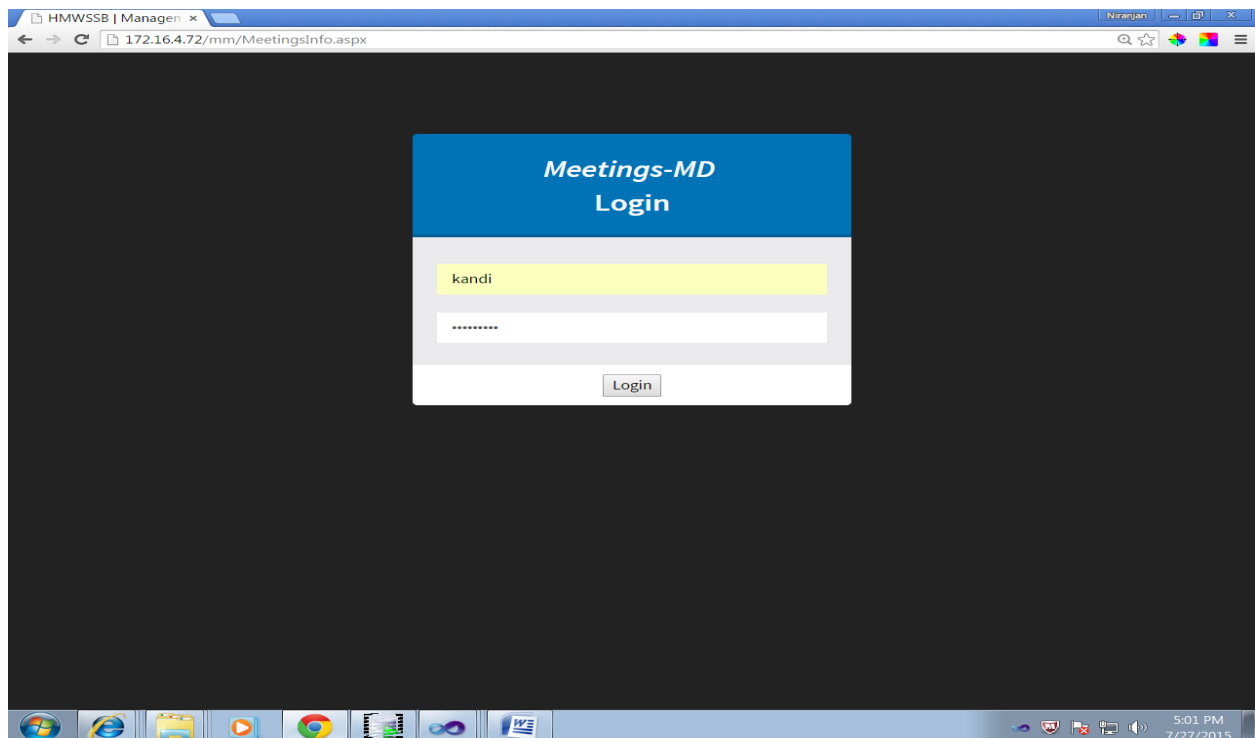
1. **Add Meeting**
2. **Meeting Info**

1) Add Meeting:

Initially the user is taken to the **Meeting Info** Page when User first opens the application. In the Meeting Info page there is button to Add Meeting. User can add a meeting by clicking on that button.

Clicking on **Add Meeting** button ,It will takes you through the authentication (Login Page) in order to Add a Meeting . Domain users can enter their credentials in the login page before they can view the Add Meeting Page.

Login page can we seen as below:



Once the User Login with their valid credentials they can view the Add Meeting Page. And user can fill out the Mandatory field and on clicking the Button **Add Minutes** the meeting can be added. The user have to attach the document related to the meeting through browsing.

The Add Meeting screen can be as below:

The screenshot shows a web browser window with the URL `172.16.4.72/mm/AddMeeting.aspx`. The page header includes the HMWSSB logo and the text 'Minutes of the Meetings'. A 'Logout' button is visible in the top right. The main form area contains the following fields:

- Meeting On:** A dropdown menu with '-Select-' selected.
- Office:** A dropdown menu with '-Select-' selected.
- Subject:** A text input field.
- Date:** A date input field.
- Conducted By:** A dropdown menu with '-Select-' selected.
- Attachment:** A file upload area with a 'Choose file' button and 'No file chosen' text.

Below the form are two buttons: 'Add Minutes' and 'Back To Meetings'. Two red arrows point upwards to these buttons. The footer of the page contains the copyright notice '© 2015 HMWSSB, inc. All rights reserved.' and the system tray shows the date '7/27/2015' and time '5:01 PM'.

Respective fields of Add Meeting page are as below.

- 1) **Meeting on:** It refers to the Category to discuss. Example. IT, Finance etc.
- 2) **Office:** It refers to the Meeting location
- 3) **Subject:** It refers to the subject of the meeting.
- 4) **Meeting Conducted By:** It refers to the person who conducts the meeting.

5) **Meeting Date:** It refers to the Meeting Date.

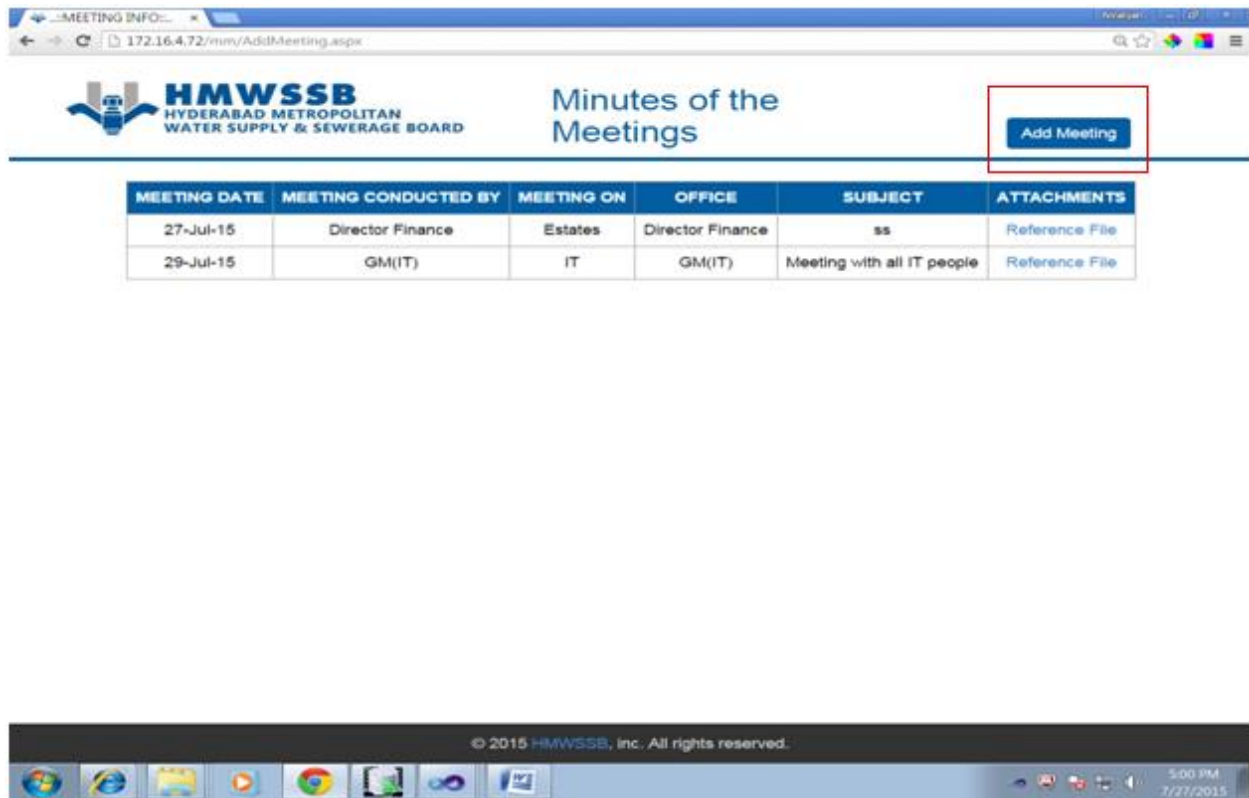
6) **Attachments:** It refers to the documents related to the meeting. Example: .pdf, excel, worddoc

From the above screen on clicking the **Add Minutes** button we can add a new meeting by fill all the required fields. And on clicking the **Back to Meeting** button as from above screen we can be taken back to the Meeting Info page where we can view the Meeting we scheduled.

1) Meeting Info

Description: By this feature user can view all the meetings and its related information.

The respective screen can be seen below:



The screenshot displays a web browser window with the URL `172.16.4.72/minv/AddMeeting.aspx`. The page header includes the HMWSSB logo and the text "Minutes of the Meetings". A blue button labeled "Add Meeting" is highlighted with a red box. Below the header is a table with the following data:

MEETING DATE	MEETING CONDUCTED BY	MEETING ON	OFFICE	SUBJECT	ATTACHMENTS
27-Jul-15	Director Finance	Estates	Director Finance	ss	Reference File
29-Jul-15	GM(IT)	IT	GM(IT)	Meeting with all IT people	Reference File

At the bottom of the page, there is a footer with the text "© 2015 HMWSSB, Inc. All rights reserved." and a taskbar showing the system time as 3:00 PM on 7/27/2015.