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BOARD ROOM MEETING NOTIFICATION (BOARDCONNECT)

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ABSTRACT - It has key details about the upcoming meeting, such as the date, time, and location of the meeting, as well as the agenda and any materials or documents that will be discussed. It also includes information about who is expected to attend the meeting and any important instructions or guidelines for participation. Additionally, it has a brief overview of the purpose or objective of the meeting, as well as any important background or context that attendees should be aware of.

1.INTRODUCTION :

-Develop a boardroom meeting notification system that uses artificial intelligence (AI) to analyze the availability and preferences of board members, and automatically schedules meetings at the most convenient times.

-The system could then send out automated notifications to all board members, including the meeting details and any relevant documents or materials that need to be reviewed beforehand. The notifications could be sent via email, text message, or through a dedicated app, depending on the board members' preferences.

-Overall, this project could help improve the efficiency and effectiveness of boardroom meetings, while also making the process more convenient and accessible for all board members.

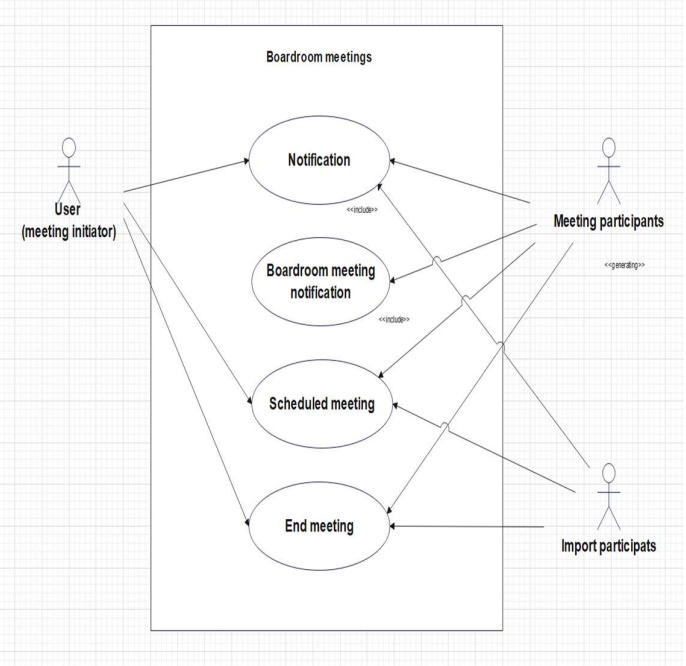
2. SUCCESS CONDITIONS :

○ Clear communication of the agenda and objectives: Another key success condition is that the meeting notification effectively communicates the purpose of the meeting, the agenda, and any specific objectives or goals that need to be achieved. This helps attendees prepare and stay focused on the intended outcomes of the meeting.

○ Timely distribution of materials: A successful notification should also ensure that all relevant documents, reports, and materials are distributed to attendees in a timely manner. This allows attendees to review the information and come prepared with any questions or concerns.

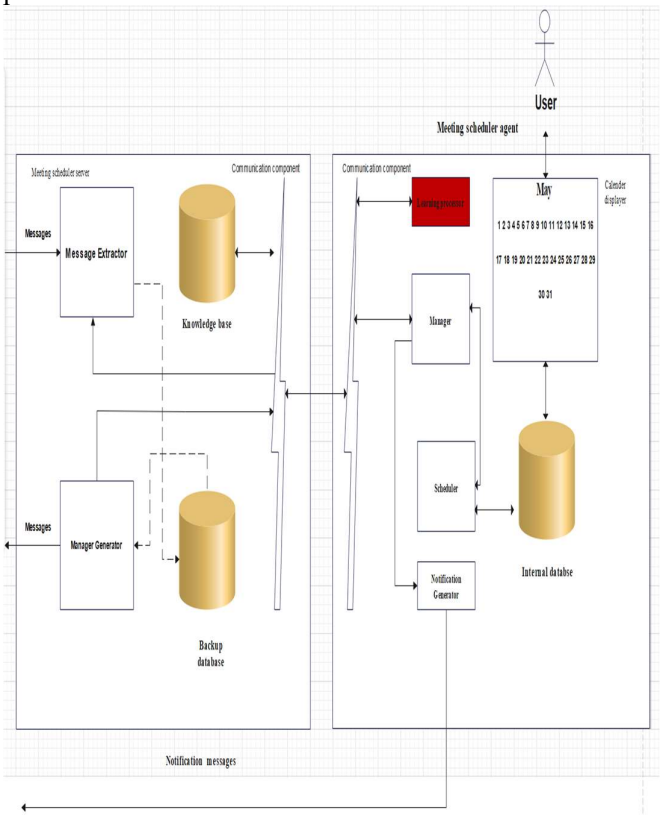
○ Active participation and engagement: The success of a boardroom meeting notification can also be measured by the level of participation and engagement of attendees during the meeting. A successful notification should encourage attendees to actively contribute their ideas, insights, and perspectives throughout the discussion.

○ Effective decision-making and action planning: Ultimately, the success of a boardroom meeting notification can be determined by the effectiveness of the decision-making and action planning that occurs during the meeting. If the meeting leads to clear and actionable next steps, and all attendees are aligned on the path forward, then the notification can be considered successful.



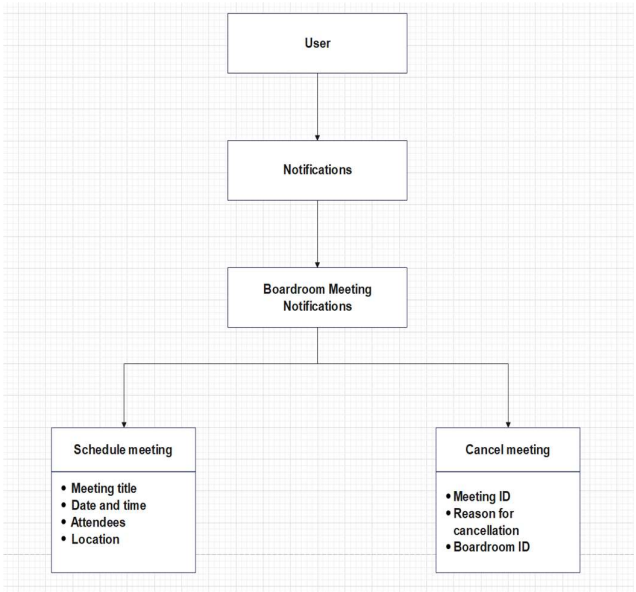
3. SYSTEM ARCHITECTURE:

The system architecture is the model that conceptually defines the views, structure, and behavior of the system. System architecture in other words is the representation and description of how the system works and communicates with other system components in general. The whole system is composed of the components and the subsystems that overall work together to make the system it should be in the first place.

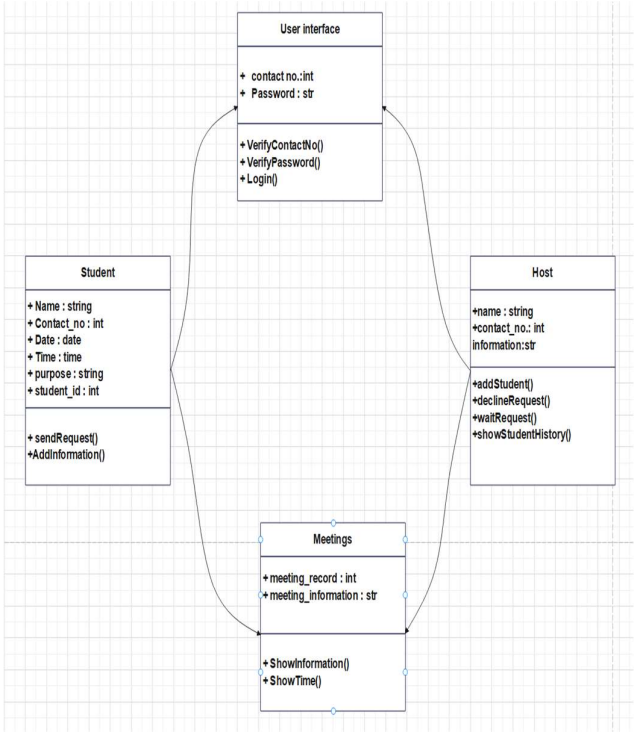


4. CLASS DIAGRAM :

Most common diagram type for software documentation. Since most software being created nowadays is still based on the Object-Oriented Programming paradigm, using class diagrams to document the software turns out to be a common-sense solution. This happens because OOP is based on classes and the relations between them. In a nutshell, class diagrams contain classes, alongside with their attributes (also referred to as data fields) and their behaviors (also referred to as member functions). More specifically, each class has 3 fields: the class name at the top, the class attributes right below the name, the class operations/behaviors at the bottom. The relation between different classes (represented by a connecting line), makes up a class diagram.



5. DATABASE :



6. MAJOR CONSTRAINTS :

● Technology Constraints: Implementing a boardroom meeting notification system requires a reliable and up-to-date technological infrastructure, which can be expensive and time-consuming to set up. In addition, some stakeholders may not have access to the necessary technology or may face challenges in using the system.

● Resource Constraints: Organizations may face constraints related to the availability of resources, including staff time, budget, and other organizational priorities. For example, dedicating staff time to setting up and managing the system may be difficult if they are already stretched thin with other responsibilities.

● During feature extraction, there are chances of software encountering an infinite loop, so the software needs to follow the provided response time.

● Continuous internet connection is needed to receive notifications on the application.

7. MAINTENANCE:

-Bug Fixes and Updates: Continuously monitor and address any reported bugs or issues in the application. Regularly release updates and patches to improve functionality, security, and user experience.

-Performance Monitoring: Implement monitoring tools to track the performance of the application, including response times, resource utilization, and system health. Identify and address any performance bottlenecks or scalability concerns.

-Security and Data Protection: Stay updated with the latest security practices and standards. Regularly apply security patches, perform vulnerability assessments, and implement robust data protection measures to safeguard user data and prevent unauthorized access.

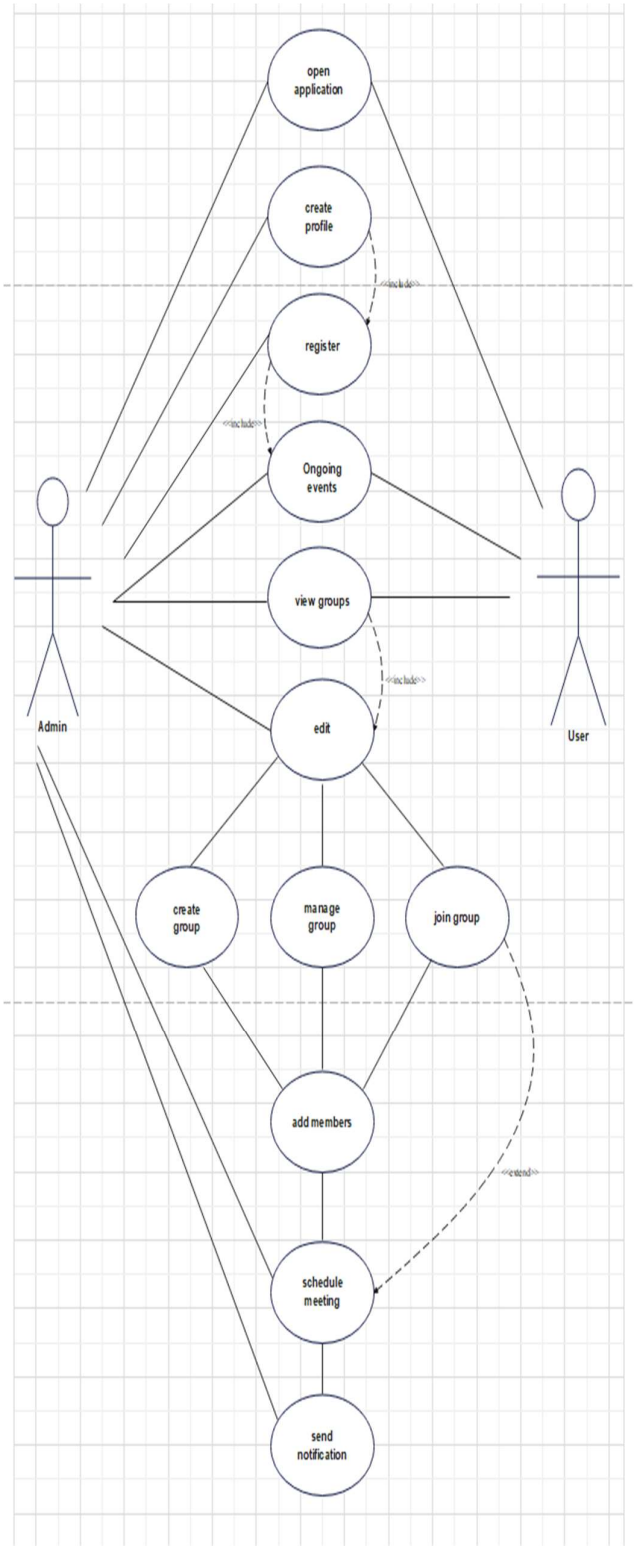
-User Feedback and Iterative Improvements: Gather user feedback and analyze usage metrics to identify areas for improvement. Incorporate user suggestions and requirements into future updates and feature enhancements.

-Technical Support and Helpdesk: Provide technical support channels, such as a helpdesk or ticketing system, to address user inquiries, troubleshoot issues, and provide assistance as needed.

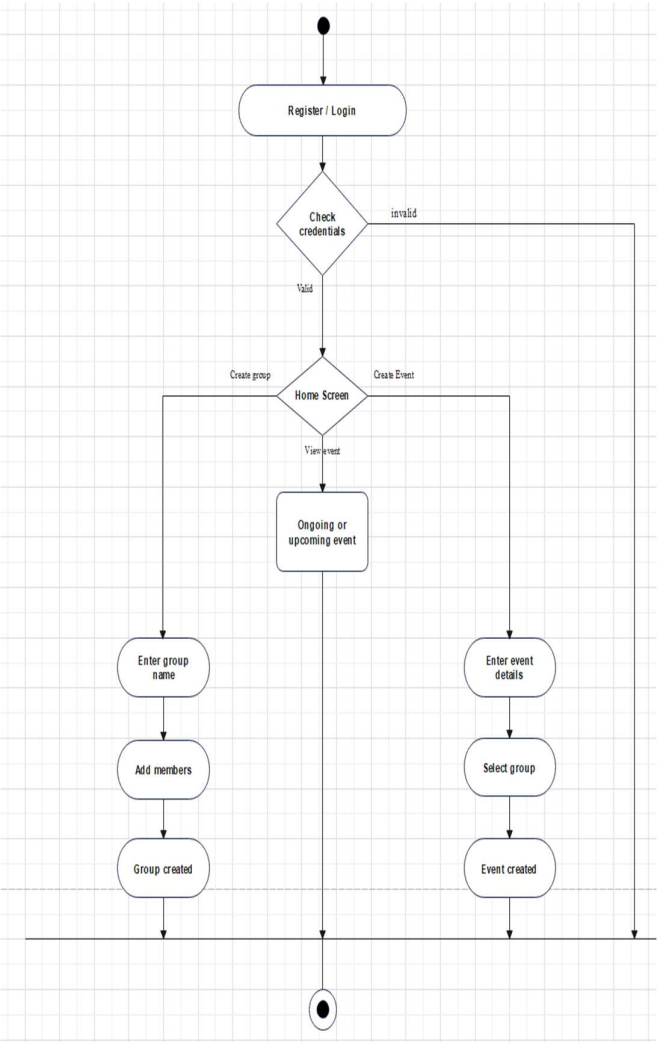
-Regular Backups: Establish regular backup procedures to ensure data integrity and facilitate disaster recovery in case of system failures or data loss.

-Compliance and Regulatory Updates: Stay informed about relevant industry regulations and standards, such as data privacy and security regulations, and make necessary updates to ensure compliance.

8. USE CASE :



9. ACTIVITY DIAGRAM :



10. MATHEMATICAL MODEL:

Input set:
I = {A, B} ... Where, A & B are…
A = A1, A2, A3...An be the set of inputs of I'd
B = B1, B2, B3 ... Bn be the set of inputs of passwords
Output set:
A = {Ra} ..... Where, Ra is the set of text / notifications
Functions
[F1] I'd (): This will take user input as I'd
[F2] Password (): This will take user input as password
[F3] createMeeting() : This will create meeting
[F4] scheduleMeeting: meeting scheduling will be done
[F5] sendNotifications: after meeting scheduling in this section notifications will be sent to the user/staff members
Success conditions: Notifications will be sent successfully from the app
Failure conditions: Due to network issues notifications won't be sent.

11. STATEMENT OF SCOPE :

● Meeting Notifications: The system should be able to send out notifications to all relevant stakeholders regarding upcoming boardroom meetings. This includes notifying them of the date, time, location, and agenda of the meeting.
● Reminders: The system should also be able to send out reminders to attendees a few days prior to the meeting to ensure they are aware and prepared for the upcoming meeting.
● Communication: The system should allow for seamless communication among attendees before, during, and after the meeting, enabling them to share updates, ask questions, and provide feedback.
● Agenda Management: The system should enable organizers to create and manage the agenda for the meeting, including adding and removing items, assigning discussion leaders, and setting time limits.
● Security: The system should be designed to ensure the security of all data and information shared among attendees, including password-protected access and encrypted data storage
● Overall, the scope of a boardroom meeting notification system should encompass all aspects of organizing and conducting effective boardroom meetings, from sending out notifications and reminders to managing attendance, sharing documents, and facilitating communication among attendees. By achieving these objectives, the system can improve the overall efficiency and effectiveness of the meetings, leading to better organizational outcomes.

12. DEPLOYMENT:

Infrastructure Setup: Set up the necessary infrastructure, including servers, databases, networking, and hosting environments, to support the deployment of the application.

Configuration and Installation: Configure the application environment and install the required software components, dependencies, and libraries to ensure the proper functioning of the board room meeting app.

Testing and Quality Assurance: Conduct comprehensive testing to verify the functionality, performance, and security of the deployed application. This includes both functional testing (ensuring features work as intended) and non-functional testing (verifying performance, scalability, and security).

Data Migration: If applicable, plan and execute the migration of any existing data or user information from legacy systems or previous versions of the application to the newly deployed environment.

User Training and Support: Provide user training sessions and documentation to familiarize stakeholders, including administrators and end-users, with the features and functionalities of the board room meeting app. Offer ongoing support channels to address user inquiries or issues during the initial deployment phase.

13. HARDWARE RESOURCES REQUIRED

- RAM 512 MB or more
- Disk space 180 MB or more
- Any Processor
- Screen resolution 1280x720 pixels or higher

14. SOFTWARE RESOURCES REQUIRED

- Android version 4.4 KitKat or higher

15. PLATFORM :

- Android Studio
- 000WebHosting
- Google Firebase
- VS Code IDE
- Programming Language: Java & XML

16. OBJECTIVE :

- Improve Communication: The main goal of a boardroom meeting notification system is to improve communication among the stakeholders of the organization. This includes notifying them of upcoming board meetings, sharing relevant documents and information, and keeping them updated on any changes to the meeting schedule or agenda.
- Increase Attendance: Another important objective of a boardroom meeting notification system is to increase attendance at board meetings. By providing advanced notice and reminders, stakeholders are more likely to make time in their schedule to attend the meeting, which will lead to a more productive and effective meeting.
- Increase Efficiency: By improving communication, increasing attendance, and enhancing preparation, a boardroom meeting notification system can help increase the efficiency of the meeting. This can lead to faster decision-making and more productive outcomes.
- Overall, the goals and objectives of a boardroom meeting notification system should be focused on improving communication, increasing attendance, enhancing preparation, increasing efficiency, and ensuring compliance. By achieving these objectives, organizations can facilitate effective decision-making and improve their overall performance.

17. OUTCOME :

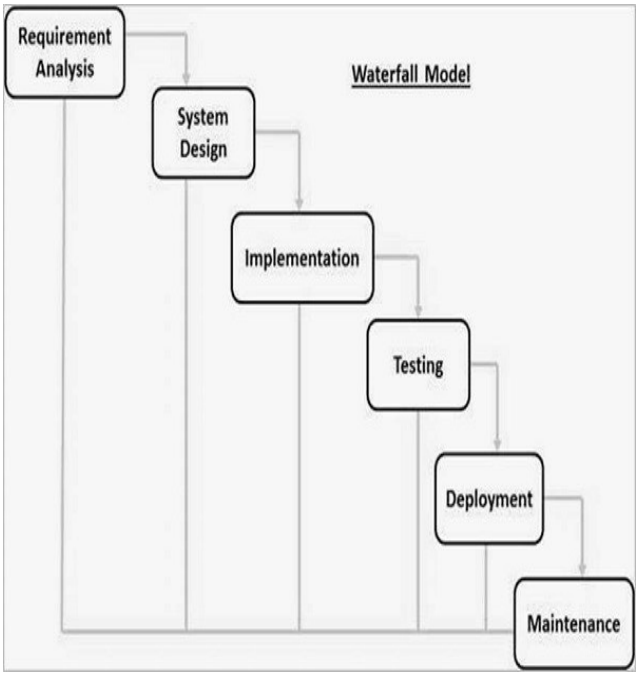
- A boardroom meeting notification system can facilitate clear and timely communication between stakeholders, reducing the risk of misunderstandings, conflicts, and delays.

- A boardroom meeting notification system can help organizations streamline the notification process, reduce the time and resources required to organize and conduct board meetings, and ensure that stakeholders are properly informed and prepared.

18. PROJECT ESTIMATES:

The linear sequential model sometimes called the classic life cycle or the waterfall model suggests a systematic, sequential approach to software development that begins at the same level and progresses through analysis, design, coding, testing and support. Fig illustrates the linear sequential model. The linear sequential model encompasses the following activities. The following figure shows the stages of project development which are:

- Analysis
- Design
- Coding
- Testing



19. CONCLUSIONS :

The aims are to develop a boardroom meeting notification system that provides featured product to schedule and maintain meetings The boardroom meeting notification system lets staff of the institute to schedule a meeting. The product is intended to ease the process of scheduling a meeting for increasing effectiveness of collaborative activities Such a scheduling system is purported to increase awareness of relevant information of a meeting among concerned persons. Such a scheduling system is purported to increase awareness of relevant information of a meeting among concerned persons. The document illustrates the resolution of inconsistencies, ambiguities, incorrectness, dependencies, and other issues. The document clarifies how each requirement is deduced and how requirements are inter-related.

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