

# Minutes Resolutions Archive Retrieval System

## Introduction #





- Minutes and Retrieval System enhance our minute taking, a place that enables you to take board meeting minutes more efficiently.
- One will also be able to assign action items, all within a secure ecosystem, easily.
- It is built for the board administrator to streamline their minute taking before, during, and after the meeting ( and it allows them to assign actions and notify the attendees quickly. )

## Document

### Documents

Create Document

Showing 1-20 of 100 items.

#	Title	Series Name	Date	Language	Keywords	Actions
1	Mzu Campus placementasda		Mar 17, 2020	Bengali	Mzu, campus, Development	 
2	Smart Helmet Book	CU0101	Mar 17, 2020	English	Tara Chauhan	 

## Create a Document System

Admin/Employee can add/create Document system by clicking on the "Create Document" button present on the top right side of the portal and fill in the required details:-

- 
- Title
  - Members(Select from the drop-down)
  - Series Number
  - Date(Select from the calendar)
  - Other Titles
  - Types
  - Language(Select from the drop-down)
  - Keywords
  - Abstract
  - Sponsors
  - Description
  - File Description

## Uploads

Admin/Employee can upload the document by clicking on the “select file” icon available in front of every upload.

## View

Admin can view the details by clicking on “view” icon available in front of every entry.

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Minutes can be updated by clicking on edit icon of the update button.

## Document Types

### Document Types Add Document Type

Showing 1-20 of 29 items.

#	Name	Status	Actions
	<input type="text"/>	All <span style="font-size: 0.8em;">▼</span>	
1	Minutes	Active	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">👁</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">✎</div> </div>
2	Reminder	Active	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">👁</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">✎</div> </div>
3	Document	Active	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">👁</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">✎</div> </div>

## Create a Document Type

Admin/Employee can add create Document type by clicking on the “Add Document Type” button present on the top right side of the portal and fill in the required details:-

## Document Type

- Name
- Status

## Annexure

## Roles in Minutes and Retrieval System

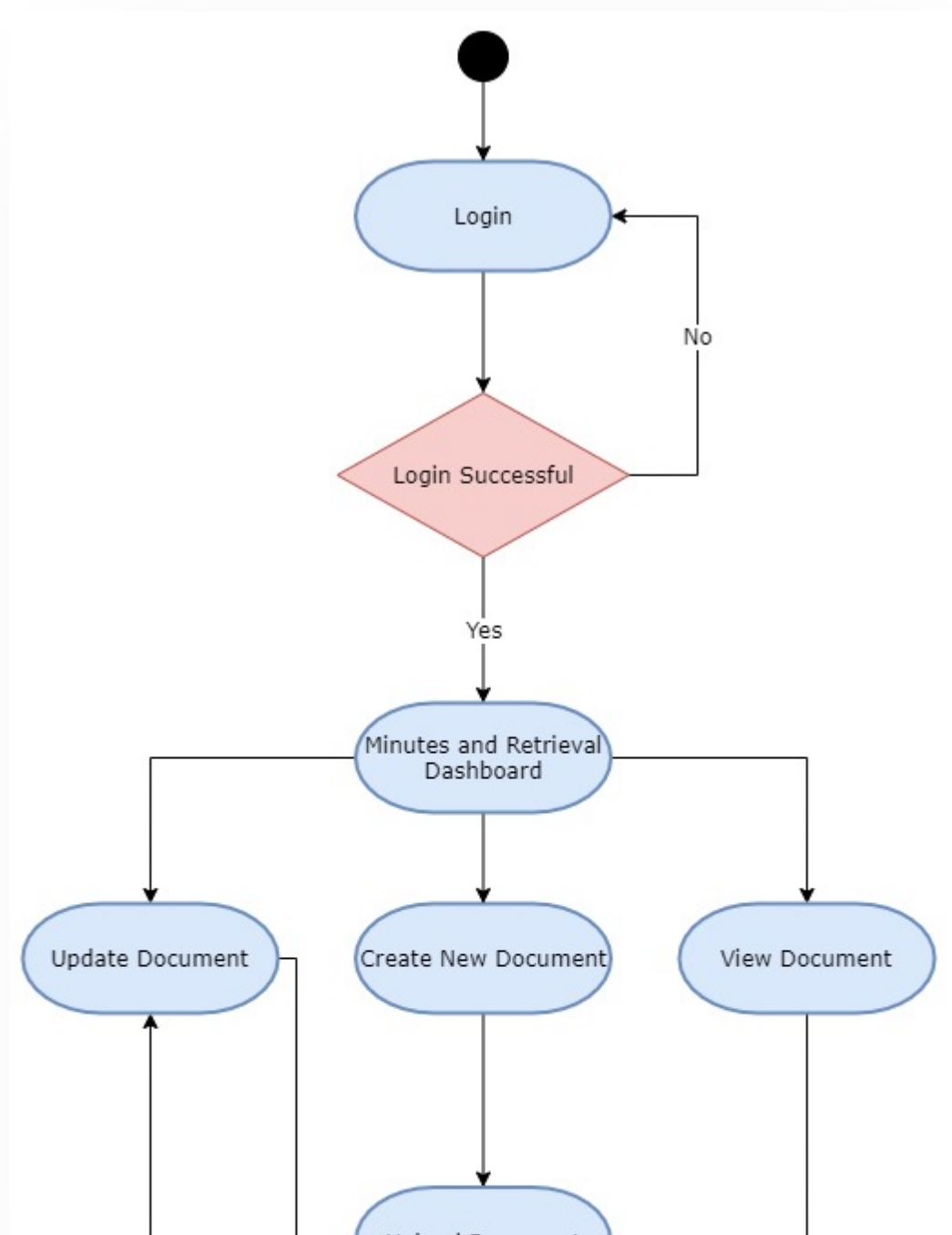
### Role

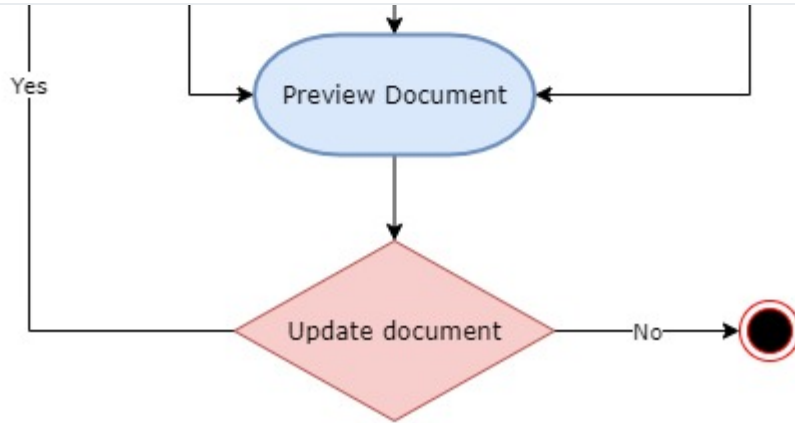
Name	Description
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*employee* With this permission, assign actions and role\_ notify the attendees quickly who can create a document and upload the required documents.

## Workflow Diagrams

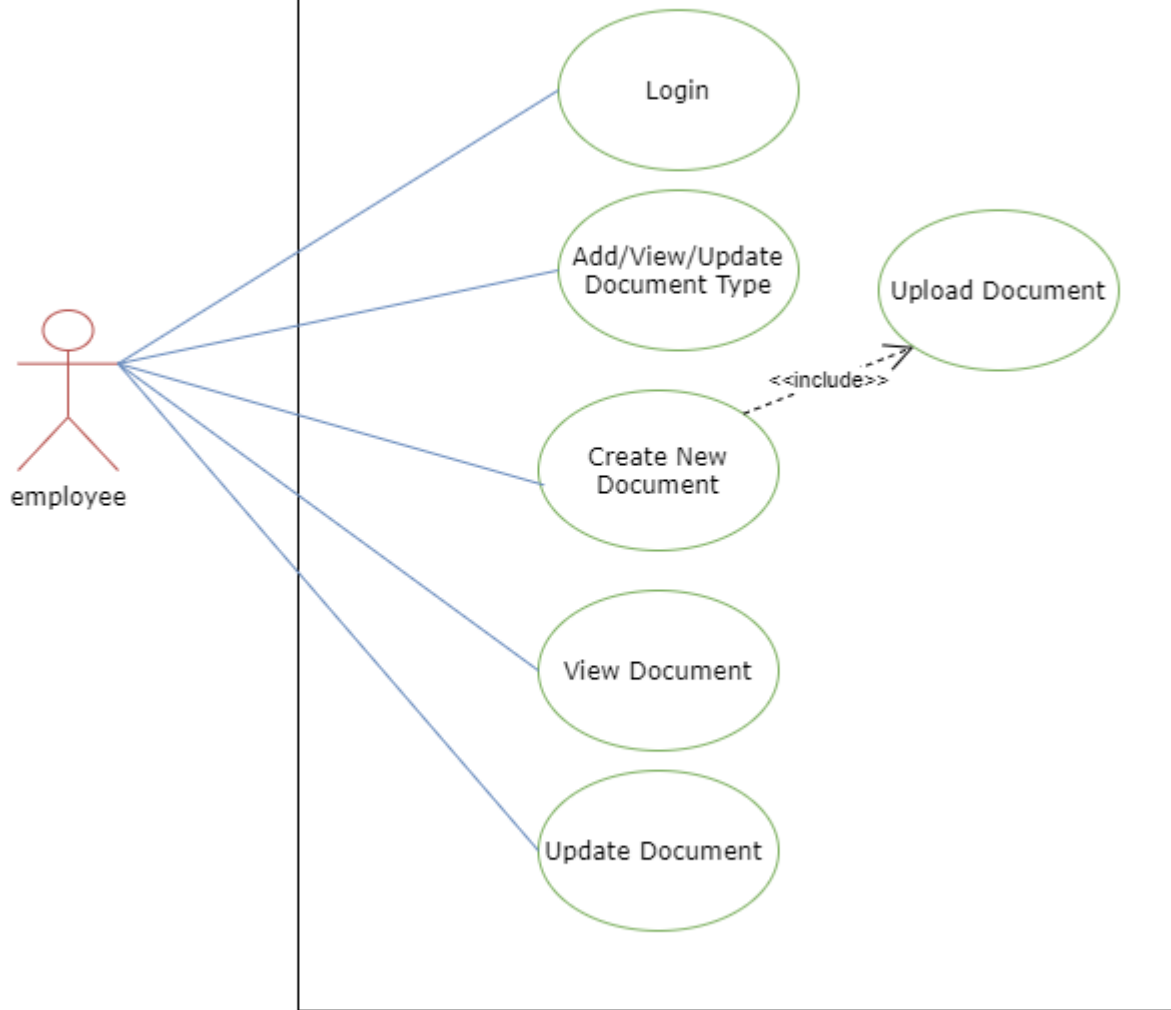
### Activity Diagram





Activity Diagram of Minutes and Retrieval

## Use Case Diagram



Minutes Archive and Retrieval System

## External Resources

[Module Training Video](#)

[Edit this page](#)

[← Legal Case Management System](#)

[Payroll Management System →](#)

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Getting Started

Module Breakup and Prerequisites

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## **ACADEMICS**

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

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## **ACCOUNTS & FINANCE**

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

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## **ADMISSIONS**

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

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## **BASE MODULES**

University Profile - Organizational Unit & Organigram

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## **DATA MANAGEMENT**

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

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## **EMPLOYEE SERVICES**

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

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## **GOVERNANCE**

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Allocation (E-housing)

RTI Management System

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## **RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

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## UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System