

Minutes of Meeting - Transmediagroup

Meeting Date and Time	06-06-2025 -- 04:15 PM	Meeting Location	Google Meet
Meeting Organizer	Shiva Kumar Reddy	Meeting Title	Transmediagroup
Minutes Drafted Date	06-06-2025	MOM Prepared By	Shiva Kumar Reddy

Attendees
Shiva Kumar Reddy
Shivanandh Reddy
Naveen Sir
Pravalika
Manikanth

Brief Description/Agenda
<p style="text-align: center;">Discussion on the number of pages for the Transmediagroup</p> <h3>Website Structure – Pages Discussed</h3> <p>Home - 1 page</p> <p>Industries - 7 pages</p> <ol style="list-style-type: none"> 1. Corporate Offices & IT Parks 2. Hospitality 3. Educational Institutions 4. Malls & Retail 5. Govt & Public Institutions 6. Residential / Co-living 7. Healthcare <p>Solutions - 3 pages</p> <ol style="list-style-type: none"> 1. Mobility 2. Managed Wi-Fi 3. iBOS (Intelligent Building Operating Systems)







Company - 3 pages

1. About
2. ESG & CSR

3) Careers (Dynamic)

The **Careers** section is a fully dynamic job management module that allows you to post, manage, and track job openings through a secure admin panel.

Admin Features & Functionality:









-  **Admin Login:** Secure admin access to ensure only authorized HR or admin personnel can manage job listings.
 -  **Add New Job Openings:** Easily create job listings by filling in:
 - Job Title
 - Department/Team
 - Location (e.g., Remote, Onsite)
 - Job Type (e.g., Full-time, Part-time, Internship)
 - Roles & Responsibilities
 - Required Skills
 - Experience Level
 - Salary Range (optional)
 - Application Deadline
 - SEO Meta Title & Description
 -  **Edit Existing Jobs:** Quickly make changes to any part of a job post, including the role description, skills, or deadlines.
 -  **Delete Job Listings:** Remove filled or outdated job openings with one click to keep the careers page up-to-date.
 -  **View Submitted Applications (Optional):**
 - View applications submitted via the job form.
 - Download resumes/CVs.
 - Export applicant data if needed.
 - Optionally receive email alerts when a new application is submitted.
 -  **Application Form Integration:** The frontend careers page includes a dynamic form for users to apply directly:
 - Name, Email, Phone
 - Upload Resume
 - Cover Letter / Message
 - Optional CAPTCHA for spam protection
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Resources - 3 pages

1. Blogs (Dynamic)

The **Blogs** section is fully dynamic and designed for easy content management via a dedicated admin panel.







Admin Features & Functionality

-  **Admin Login:** Secure admin login system with authentication to ensure only authorized users can manage blog content.
-  **Add New Blog Posts:** You can create new blog entries by filling in fields like blog title, featured image, category, publish date, short description, and full content.
-  **Edit Existing Posts:** Update any existing blog post—change text, images, tags, or even the SEO details as needed.
-  **Delete Posts:** Remove outdated or irrelevant blogs from the system with a single click.
-  **Manage Post Dates:** Schedule blog posts for future publication or backdate for archival purposes.
-  **Search & Filter:** Easily find blogs using title, tags, categories, or date filters.
-  **SEO Fields:** Add meta title, description, and keywords for each blog to help with search engine visibility.
-  **Rich Text Editor:** Use a WYSIWYG (What You See Is What You Get) editor to format content, add links, images, and embed videos without coding.

2. Case Studies & Whitepapers (Dynamic)

This section allows you to showcase your company's success stories and downloadable resources in an organized and professional format.









Admin Features & Functionality:

-  **Admin Login:** Controlled access to manage content with password-protected login credentials.
-  **Upload Case Studies/Whitepapers:** Upload PDFs or document files and provide a short summary, title, and thumbnail image.
-  **Add Descriptive Content:** Along with the upload, add context such as industry type, client name (if permitted), and business impact.
-  **Edit or Update Entries:** Modify details, replace files, or improve the summary/description over time.
-  **Delete Case Studies:** Easily remove outdated or redundant files and their details from the system.
-  **Categorization:** Organize case studies by industry, solution, or technology for better user navigation.

3. News & Media (Dynamic)

This module keeps your audience updated with the latest happenings related to your company—events, press releases, partnerships, and more.

Admin Features & Functionality:

-  **Admin Panel Access:** Only authorized users can log in and manage media/news entries.
-  **Add News/Press Releases:** Enter the title, date, content, and optionally upload supporting media like images or PDFs.
-  **Edit News Items:** Make real-time updates to any part of the news article—useful for event recaps or corrections.
-  **Delete News Posts:** Remove old or irrelevant news to keep the section fresh.
-  **Tags & Categories:** Tag articles by type (e.g., Awards, Events, In The Media) for organized viewing.
-  **Image/Video Uploads:** Include image galleries or embedded videos to make news items more engaging.
-  **Search & Filter Options:** Users can filter news by date, keyword, or tag; admins can manage the same from the backend.
-  **Date-Based Sorting:** Automatically sorts news from newest to oldest, ensuring recent stories are always on top.

Contact - 1 page

Reference Websites From Client

1. <https://ibusglobal.com/>

Old Website

<http://transmediagroup.in/>

1 Home page + 17 Inner Pages

14 Static Pages

04 Dynamic Pages

Total Number of pages - 18

Summary of the discussion	
S.no	Items Discussed
	<p>Website Development – Initial Requirements</p> <p>Logo</p> <ul style="list-style-type: none"> • Use the logo from the old website. <p>Content</p> <ul style="list-style-type: none"> • All the page content has been provided by the client and sourced from the old website. Any future updates or changes will be provided by Manikanth Garu. <p>Design Expectations and Visual Appeal</p> <ul style="list-style-type: none"> • The client expects the website design to be more refined and visually appealing than the reference site, aiming for a professional and aesthetically pleasing look.

Meeting Conclusion
<ul style="list-style-type: none"> • Total number of Static pages : 14
<ul style="list-style-type: none"> • Total number of Dynamic pages : 04
<ul style="list-style-type: none"> • Total number of pages = 18

Thank You