

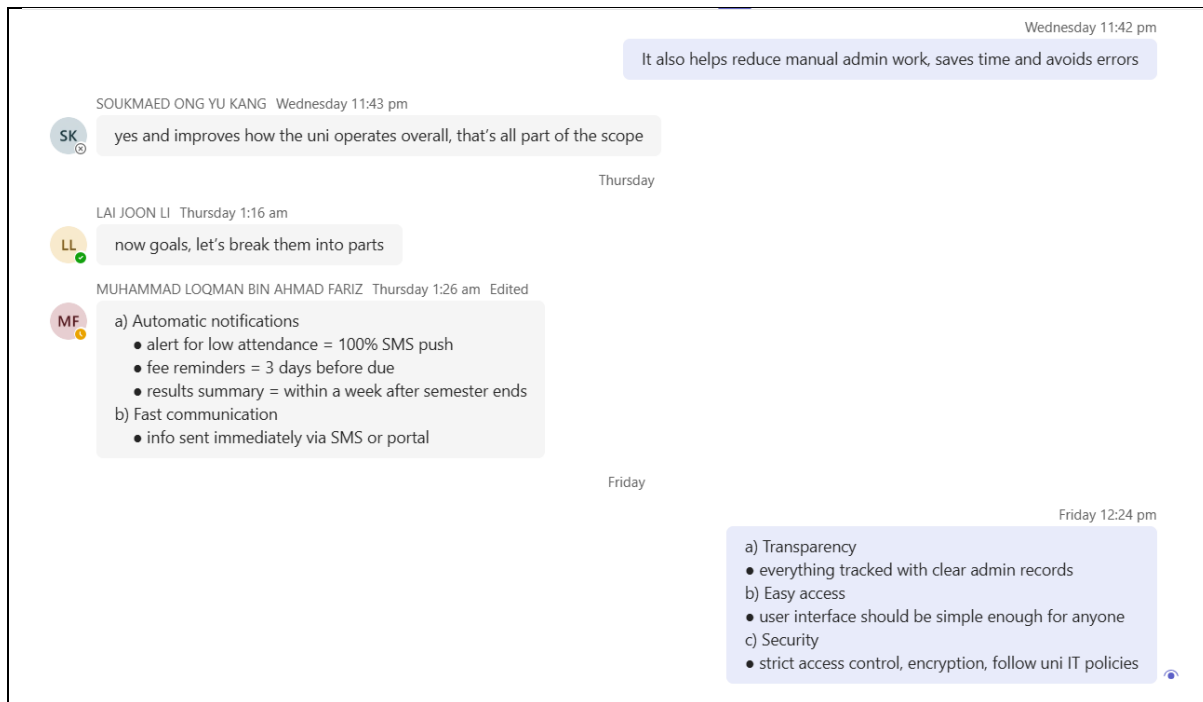
1. Discussions and decisions

<p>Meeting Date: 9 April 2025</p> <p>Participants:</p> <ul style="list-style-type: none">• Tan Jun Xian• Lai Joon Li• Soukmaed Ong Yu• Muhammad Loqman Bin Ahmad Fariz	<p>Discussion Topics:</p> <ul style="list-style-type: none">• Project introduction• Group name and leader selection• Communication tools <p>Main Discussion Points:</p> <ol style="list-style-type: none">1. Selected the group leader2. Decided to use Microsoft Teams for communication and GitHub for document collaboration <p>Decisions Made:</p> <ol style="list-style-type: none">1. Selected communication platforms <p>Assigned Tasks:</p> <ul style="list-style-type: none">• Loqman: Created GitHub repository• Joon Li: Created Teams group• Soukmaed: Assigned group leader
<p>Meeting Date: 17 April 2025</p> <p>Participants:</p> <ul style="list-style-type: none">• Tan Jun Xian• Lai Joon Li• Soukmaed Ong Yu• Muhammad Loqman Bin Ahmad Fariz	<p>Discussion Topics:</p> <ul style="list-style-type: none">• Vision of the system• Roles assignment <p>Main Discussion Points:</p> <ol style="list-style-type: none">3. Discussed and adapted the provided Vision (System Overview)4. Vision focuses on integration with CMS and SMS Gateway for efficient communication and service access <p>Decisions Made:</p> <ol style="list-style-type: none">2. Vision statement finalized3. Tasks divided among members: Vision, Scope, Goals, and Record Discussions <p>Assigned Tasks:</p> <ul style="list-style-type: none">• Loqman: Record discussions• Soukmaed: Finalized and complete vision

	<ul style="list-style-type: none"> • Joon Li: Scope • Tan Jun Xian: Goals
Meeting Date: 26 April 2025 Participants: <ul style="list-style-type: none"> • Tan Jun Xian • Lai Joon Li • Soukmaed Ong Yu • Muhammad Loqman Bin Ahmad Fariz 	Discussion Topics: <ul style="list-style-type: none"> • Scope of the system • Features to include and exclude Main Discussion Points: <ol style="list-style-type: none"> 5. System will include user authentication, notification system (in-app and SMS), dashboard, and service request features 6. System will exclude social media features, predictive data analysis, and online learning modules Decisions Made: <ol style="list-style-type: none"> 4. Scope confirmed with clear inclusions and exclusions Assigned Tasks: <ul style="list-style-type: none"> • Loqman: Record discussions • Joon Li: Finalize and complete scope
Meeting Date: 28 April 2025 Participants: <ul style="list-style-type: none"> • Tan Jun Xian • Lai Joon Li • Soukmaed Ong Yu • Muhammad Loqman Bin Ahmad Fariz 	Discussion Topics: <ul style="list-style-type: none"> • Goals of the system Main Discussion Points: <ol style="list-style-type: none"> 7. Ensure parents are better informed of student's performance 8. Simplify service acquisition processes 9. Deliver critical academic and financial updates via mobile SMS 10. Improve data transparency and security Decisions Made: <ol style="list-style-type: none"> 5. Goals finalized and documented Assigned Tasks: <ul style="list-style-type: none"> • Loqman: Record discussions

	<ul style="list-style-type: none"> Tan Jun Xian: Finalized and complete goals
<p>Meeting Date: 29 April 2025</p> <p>Participants:</p> <ul style="list-style-type: none"> Tan Jun Xian Lai Joon Li Soukmaed Ong Yu Muhammad Loqman Bin Ahmad Fariz 	<p>Discussion Topics:</p> <ul style="list-style-type: none"> Identification of context objects <p>Main Discussion Points:</p> <ol style="list-style-type: none"> Discussed primary user stakeholders: students, lecturers, administrators, and parents Discussed system stakeholders: university management team Identified external systems that need integration: Campus Management System (CMS) and SMS Gateway Agreed to also consider internal system components: Authentication Server, Portal Interface, and Portal Database <p>Decisions Made:</p> <ol style="list-style-type: none"> Context Objects (Stakeholders and Systems) drafted and categorized into user stakeholders, system stakeholders, external systems, and internal components <p>Assigned Tasks:</p> <ul style="list-style-type: none"> Lai Joon Li: Draft the list and role descriptions for user stakeholders Soukmaed: Draft the list and role descriptions for external systems and internal components
<p>Meeting Date: 29 April 2025</p> <p>Participants:</p> <ul style="list-style-type: none"> Tan Jun Xian Lai Joon Li Soukmaed Ong Yu Muhammad Loqman Bin Ahmad Fariz 	<p>Discussion Topics:</p> <ul style="list-style-type: none"> Identification of requirement sources <p>Main Discussion Points:</p> <ol style="list-style-type: none"> Identified internal stakeholders such as University IT Department and Finance Department as key sources of system requirements

	<p>16. Discussed expected information from these internal sources, like CMS API documentation, authentication standards, and payment reminder policies</p> <p>17. Identified end users as sources of user interface and notification requirements</p> <p>18. Identified external documentation sources: SMS Gateway provider's API documentation and Campus Management System documentation</p> <p>19. Identified regulatory sources such as university policies on data protection and communication guidelines</p> <p>Decisions Made:</p> <p>7. Requirements Sources finalized, including internal departments, end users, external systems, and regulatory documents</p> <p>8. Agreed to organize Requirements Sources into a structured table for easy documentation</p> <p>Assigned Tasks:</p> <ul style="list-style-type: none"> • Tan Jun Xian: Finalize Requirements Sources list and descriptions • Loqman: Review and format the Requirements Sources documentation
	<p>Alright team, let's go through the project bit by bit for our SRE assignment first, the vision</p> <p>SOUKMAED ONG YU KANG 14/05 2:41 pm</p> <p>SK ya so the portal helps uni communication between students, lecturers, admin, and parentsright?</p> <p>LAI JOON LI Wednesday 9:50 pm Edited</p> <p>LL correct, and it connects to the university's existing CMS to show grades, fees, attendance etc. clearly</p> <p>MUHAMMAD LOQMAN BIN AHMAD FARIZ Wednesday 10:41 pm</p> <p>MF also integrates with SMS Gateway, so alerts like low attendance, payment reminders, and results go straight to parents/students' phones</p> <p>Wednesday 10:44 pm</p> <p>the goal is to make info easy to access, faster communication, and secure data. that's the main idea</p> <p>SOUKMAED ONG YU KANG Wednesday 11:16 pm</p> <p>SK okay, now moving to the scope</p> <p>LAI JOON LI Wednesday 11:23 pm Edited</p> <p>LL scope is about what the system will do. Basically, CMS + SMS Gateway + user-friendly portal</p> <p>MUHAMMAD LOQMAN BIN AHMAD FARIZ Wednesday 11:40 pm</p> <p>MF students check info, parents get alerts, lecturers update results, and admins manage things behind the scenes</p>



2. Vision

The vision of the University Communication and Services Portal with Campus Management System and SMS Gateway Integration is to build an online platform that makes communication easier between the university, students, lecturers, administrators, and parents. The portal will connect to the university's existing Campus Management System to show important information like attendance, grades, and fees in a simple and clear way. It will also send important updates through SMS, such as reminders for low attendance, fee payments, and academic results. The system aims to make university communication faster, more organized, and more transparent for everyone, while also ensuring that all user data is protected with strong security and privacy measures.

3. Scope

The software product, named University Communication and Services Portal, the software product is meant to build an integrated system that readily combines the university's current Campus Management System with an SMS Gateway service.

Critical university processes including open communication, academic performance tracking, attendance monitoring, and billing information access will be streamlined by this integrated platform. The software solution will boost efficiency, reduce human labour, and minimize errors in administrative tasks linked to academic operations by combining these elements into a single consistent system.

The University Communication and Services Portal aims to provide several benefits, uses, and objectives:

1. Streamlined communication: The program will automate and simplify communication among students, professors, administrators, and parents, so lowering human effort and cutting communication times.
2. Enhanced Parent Involvement: Connecting with SMS Gateway will improve contact with parents by sending timely information on attendance alerts, fee reminders, and academic performance reports directly to their mobile phones.
3. Data Integrity and Accessibility: The unified platform will make Campus Management System data easily available, providing users with an overview of essential information such as grades, attendance, and payment status.
4. Prompt Notifications: The system will ensure all stakeholders are provided with important updates in a prompt manner through providing online portal facility and direct SMS updates for vital scenarios.
5. Administrative efficiency: By simplifying methods of communication and improving access to university facilities, the Portal will improve overall administrative processes and develop more excellence in university administration.
6. Cost Savings: By automating manual methods of communication and improving efficiency, the university will save costs, both in terms of time and resources.
7. User Satisfaction: A Communication Portal can help the university improve student, parent, and staff satisfaction by offering easy access to services and information that contribute to the academic experience.

4. Goals

- a. Implementing automatic notification system
 - i. Ensure 100 % push notification by SMS when low attendance
 - ii. Send payment reminder at least 3 days before all payment deadlines
 - iii. Generate and send academic performance summaries within a week after the end of each semester.
- b. Timely communication
 - i. Ensure that critical academic and financial information reaches users instantly through SMS and in-portal notifications.
- c. Increase data transparent
 - i. Create clear audit trails for all administrative actions
- d. Access to academic and administrative services for students

- i. Achieve an intuitive interface requiring minimal training for users
- e. Data Security and Privacy
 - i. Implement strict access control policies, data encryption, and ensure compliance with institutional IT security standards.