1. Discussions and decisions

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| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Project introduction * Group name and leader selection * Communication tools   **Main Discussion Points:**   1. Selected the group leader 2. Decided to use Microsoft Teams for communication and GitHub for document collaboration   **Decisions Made:**   1. Selected communication platforms   **Assigned Tasks:**   * [Member Name]: [Task Description] * [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Vision of the system * Roles assignment   **Main Discussion Points:**   1. Discussed and adapted the provided Vision (System Overview) 2. Vision focuses on integration with CMS and SMS Gateway for efficient communication and service access   **Decisions Made:**   1. Vision statement finalized 2. Tasks divided among members: Vision, Scope, Goals, and Record Discussions   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Scope of the system * Features to include and exclude   **Main Discussion Points:**   1. System will include user authentication, notification system (in-app and SMS), dashboard, and service request features 2. System will exclude social media features, predictive data analysis, and online learning modules   **Decisions Made:**   1. Scope confirmed with clear inclusions and exclusions   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |
| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]   * Goals of the system   **Main Discussion Points:**   1. Ensure parents are better informed of student’s performance 2. Simplify service acquisition processes 3. Deliver critical updates to users through mobile SMS   **Decisions Made:**   1. Goals finalized and documented   **Assigned Tasks:**   * [Member Name]: [Task Description]   [Member Name]: [Task Description] |

1. Vision
2. Scope
3. Goals
   1. Implementing automatic notification system
      1. Ensure 100 % push notification by SMS when low attendance
      2. Send payment reminder at least 3 days before all payment deadlines
      3. Generate and send academic performance summaries within a week after the end of each semester.
   2. Timely communication
      1. Ensure that critical academic and financial information reaches users instantly through SMS and in-portal notifications.
   3. Increase data transparent
      1. Create clear audit trails for all administrative actions
   4. Access to academic and administrative services for students
      1. Achieve an intuitive interface requiring minimal training for users
   5. Data Security and Privacy
      1. Implement strict access control policies, data encryption, and ensure compliance with institutional IT security standards.