1. Discussions and decisions

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| **Meeting Date:** [Date]  **Participants:** [List of Participants] | **Discussion Topics:** [List of Topics]  **Main Discussion Points:**   1. [Discussion Point 1] 2. [Discussion Point 2] 3. [Discussion Point 3]   **Decisions Made:**   1. [Decision 1] 2. [Decision 2]   **Assigned Tasks:**   * [Member Name]: [Task Description] * [Member Name]: [Task Description] |
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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.