**CLIENT REPORT**

**Team members:**

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**I. For each meeting do frame 10 questions related to the project:**

1. Q: What specific institutions or industries are you targeting for the implementation of this attendance system?

A: We're targeting implementation on our college campus, specifically to track student attendance in lectures, labs, and library usage.

2. Q: Have you identified any potential legal or regulatory challenges in implementing facial recognition technology?

A: Yes, we're aware of potential privacy concerns. We'll need to ensure compliance with FERPA regulations and obtain proper consent from students.

3. Q: What is your estimated timeline for developing and deploying the system?

A: We're aiming for a 12-month timeline: 6 months for development, 3 months for testing, and 3 months for phased deployment.

4. Q: Do you have an existing database of personnel that can be used for initial testing and implementation?

A: Yes, we have a current student database with ID photos that can be used for initial testing and implementation.

5. Q: What is your budget range for this project?

A: Our budget range is $100,000 to $150,000 for the initial development and deployment.

6. Q: Are there any specific hardware requirements or limitations we should be aware of?

A: We prefer a system that can work with standard webcams and our existing computer infrastructure to minimize additional hardware costs.

7. Q: How will you handle cases where facial recognition fails or is inconclusive?

A: We'd like a backup system where students can manually sign in using their college ID or a unique PIN as a fallback.

8. Q: What level of customization do you require for the user interface and reporting dashboard?

A: We need high customization for the reporting dashboard to integrate with our existing student management system and generate attendance reports by class, department, and individual student.

9. Q: Have you conducted any preliminary user surveys or gathered feedback on the concept?

A: Yes, we've conducted a survey among faculty and students. 70% were in favor, with concerns mainly around privacy and system reliability.

10. Q: What are your plans for data backup and disaster recovery?

A: We plan to use our existing college-wide backup system, which includes daily backups and off-site storage.

11. Q: How do you intend to handle system updates and maintenance post-deployment?

A: We'd like a maintenance agreement that includes regular updates and 24/7 support for critical issues.

12. Q: Are there any specific integration requirements with existing HR or academic management systems?

A: Yes, the system needs to integrate with our current Student Information System (SIS) for seamless data transfer and reporting.

13. Q: What is your approach to obtaining consent from individuals for facial recognition?

A: We plan to include consent for facial recognition in our student enrolment process and provide an opt-out option with alternative attendance tracking methods.

14. Q: How will you handle data retention and deletion policies?

A: We plan to retain data for the duration of a student's enrolment plus one year, after which it will be permanently deleted.

15. Q: Do you have a preference for on-premises deployment or cloud-based solutions?

A: We prefer an on-premises solution due to our existing infrastructure and to maintain direct control over student data.

16. Q: What are your specific requirements for real-time alerting and notifications?

A: We need real-time notifications for any system malfunctions, unusual attendance patterns, and the ability to send automated alerts to students with low attendance.

17. Q: How do you plan to measure and demonstrate the cost efficiency improvements?

A: We'll compare the new system's operational costs and time savings against our current manual attendance tracking process over the first year of implementation.

18. Q: Are there any specific accessibility requirements we should consider in the system design?

A: Yes, the system should be accessible to students with visual impairments, possibly through voice recognition or other assistive technologies.

19. Q: What is your strategy for training administrative staff on using the new system?

A: We plan to conduct a series of training workshops for staff and faculty, followed by a one-month trial period with support staff available for troubleshooting.

20. Q: How do you plan to address potential privacy concerns from users or advocacy groups?

A: We'll be transparent about our data handling practices, provide clear opt-out procedures, and establish a privacy committee to address concerns and oversee the system's use.

**II. Meeting with the client and taking Geotag Photos**