Currently we have these tasks:

1. interview program coordinators (Gehad [SWE, IS], Nagwan[MOT] and Amira[INF], ??? [undergrad]…)
2. interview the registrar (Ghada)
3. interview postgrad, undergrad students.
4. if possible interview the accountant, and any of the higher management
5. Search for other competitor software and study their characteristics (at least 3 applications).

Key points of the interview

* Interviewee info to be written in the persona section:
  + Name
  + Job responsibilities
  + Computer skills
  + Years of experience
  + Work preference [PC or mobile]
  + To whom he/she reports?
* How the registration process undergoes [currently] from his perspective.
* What problems he/she faces in the current manual system [weak performance, long duration, typo errors, ].
* What is his/her expectation from our new system.
* What are the documents to be exchanged with others [other program coordinators, registrar, accountant, students,] to complete the registration process?
* How the withdrawal and dropping processes are done? what are the steps? and if there are any documents need to be exchanged?
* Did he/she use any similar software that help in the registration process in other places?
* If no, does he/she know any name of a ready-made software that can help?