

Project Kick Off Meeting 08/09

08 SEPTEMBER 2023 / 12:15 PM / NYP-MR-6A

ATTENDEES

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AGENDA

New Business

- **Clarifying** and **Discovering** requirements of the client on the project

NOTES

- **Name of your company:** Musikee
- **Current understanding:** Team is to implement a scheduling system to allocate teachers.
- **What is the current SOP where you allocate the workload to teachers/current business processes:** Current is **manual**, **paper** is being used to indicate the following:
 - Who is teaching at what time
 - How many students are in the class

Very cumbersome, wants a unified platform to consolidate all of this information and to make it easier to keep track.

- **Are teachers allowed to teach more than 1 course:** Because of specialisation and number of students, right now teacher can only teach what they are specialised in, i.e. Violin Teacher can only teach Violin. However in the future, teachers that do not teach mainly the instrument, will be allowed to cross teach. This is depending on the manpower.

- **Are students allowed to take one musical instrument:** Must only learn one at any given time.
- **What is the typical schedule of a teacher currently:** When a class is allocated at say 10, they will be there earlier to set up and prepare to receive students. The teaching times will be fixed. Students during enrollment will get to choose the time slots that are convenient for them. If not, school will encourage the students to try to fit into the time slots.
- **What happens in the event that a teacher can't teach due to illness or is unavailable to take the class:** There will be a relief teacher that can come from the current group of teachers which has experience with the instrument and is not currently having any classes. If push comes to shove, freelancers who can teach will come and cover the class.
- **Do teachers need to say the whole day, from 0900 - 2100:** There are no back to back classes for the teachers, they will have their lunch breaks. Additionally, there will be a 30 min break in between classes. They do not necessarily need to stay the whole day, can leave once they don't have classes anymore but should they wish to prepare for the next day or practise their instruments, they can.
- **Are there any details of the students you wish to be in the system:** Due to PDPA constraints only some information can be seen by certain people. For example, NRIC, the owner can see the full NRIC while the teachers might not be able to see, however other details like NOK must be available. Therefore, a student database must be created for the app as well with UAC controls in place. Additionally, this student database will be used by the owner to perform analysis on the success of his organisation.
- **Thoughts on your wireframe:** Colours are not the best but can be decided at a later date. Information will be needed for the prototype.
- **How is success measured, are there any KPIs that need to be met:** Dashboard is paramount and necessary for delivery. Dashboards can look something like what is in the Figma prototype but change studios to include which rooms in the campus itself.
- **Currently how many studios do you have in a campus:** Currently got 9 studios in 1 campus. Studios will have multi purpose use especially for the trumpet and violin classes. There might be a second campus in the future.
- **What is the expected growth of the company:** 10% growth year on year

- **Constraints and Limitations that need to be made known:** Teachers are the constraints and this needs to be captured in the system as well. This is especially so when the teachers aren't available at the last minute and if it happens repeatedly.
- **Are your teachers full time or part time:** They are all full time teachers.

ACTION ITEMS

1. **Minutes:** To send over for verification and approval.
2. **UML Diagram:** To create and send to client to verify team's understanding of deliverables with the client
3. **Questionnaire:** To create and send (together with the minutes) to further elicit information from client