MEETING SUMMARIES

MEETING 1:

DATE:	TIME:	PLACE:
6 Dec 2023	4:30 pm | 15 mins	On campus

IN ATTENDANCE	NEXT MEETING
Nma'a Hawary, Zaina AlQudah, Kareen Ziadat, Batool Zein	10 Dec 2023

GOAL OF MEETING

Get to know each other better and decide the next meeting.

MEETING SUMMARY

We talked about what we're each good at (skills), talked about the tasks, when the next meeting will be, and what we will do in he next meeting.

MEETING 2:

DATE:	TIME:	PLACE:
10 Dec 2023	12:30 pm | 40 mins	Online and on campus

IN ATTENDANCE :	NEXT MEETING:
Nma'a Hawary (on campus), Zaina AlQudah (online), Kareen Ziadat (on campus), Batool Zein (online)	17 Dec 2023

GOAL OF MEETING

- To develop a comprehensive list of requirements to be asked to the dean/department.
- To gain a clear understanding of the system requirements for the dummy registration system.

MEETING SUMMARY

The team gathered to formulate key requirement questions that will provide clarity on the functionalities and constraints of the dummy registration system. These questions are intended to extract detailed information about user authentication, system access, course registration, user interface design preferences, and integrations.

Questions:

1. Can users log in to the dummy registration system using their eLearning/portal credentials?

2. Is the dummy registration system accessed through a website link within the portal, or is it a separate website?

3. Will all course times be available for registration, or will instructors who teach the course restrict them? (Consider using checkboxes)

4. Can students register for as many courses as they want, or will there be a limit?

5. Should the website only display courses that have prerequisites and are part of the study plan?

6. Is there a need to force students to choose the importance or urgency of registering for each course (or optional or no need)?

7. What will deans or other authorized individuals see when viewing the results of the dummy registration system? Will it be a dashboard or analytical data? If analytical data is included, which specific analytics would be beneficial?

8. Who will have access to the results of this dummy registration system?

9. Should the doctors of each course be specified in the system?

10. Is there a need to access data from certain databases? If yes which ones?

11. Do you have a specific vision for the user interface or user experience? For example, should it include ticking options or any other specific features?

12. Should the colors used in the dummy registration system match those of the portal and eLearning platform?

13. How should exceptions be handled in the registration system? Who should be involved in the process? One suggestion is that students can search for any courses but can only request specific ones. Once accepted, the student will see the available time options for that course in the main table.

14. Should the dean only receive analysis of the registration data, or should the system also recommend a schedule for each school (i.e., which courses to take at what times)? (it will increase scope)

15. Should the system provide recommendations to students regarding which courses they should take?

16. What are the data regulations that HTU follows regarding the registration system?

17. Are there any regulations imposed by external entities that HTU must comply with regarding this system.

18. what is the predicted number of students in the upcoming years(scalability)?

MEETING 3:

DATE:	TIME:	PLACE:
17 Dec 2023	3:37 pm | 10 min	On campus

IN ATTENDANCE :	NEXT MEETING
Nma'a Hawary, Zaina AlQudah, Kareen Ziadat, Batool Zein	10 Jan 2024

GOAL OF MEETING

- To Review and refine the set of requirement questions that will be posed to the dean/department for a comprehensive understanding of the dummy registration system.
- Reviewing each requirement question for clarity and relevance.
- Discuss and refine questions to ensure they meet system requirements.
- Agree on the final list of questions to be presented.

MEETING SUMMARY

Data Access: The team discussed how to obtain data on courses and students, emphasizing the need for secure access to the university's databases.

- Authentication: The team deliberated on whether the dummy system should utilize eLearning or portal credentials for student logins or require a separate authentication mechanism.
- System Access: There was a discussion on whether the registration system should be integrated into the existing university portal or established as a separate entity.
- Design Consistency: The importance of design consistency with existing university systems was addressed, particularly concerning color schemes.
- Registration Prioritization: The necessity and implementation of a feature for students to prioritize courses during registration were debated, considering various user interface elements like dropdown lists.
- Exceptional Registrations: The team considered allowing students to register for courses as exceptions.
- Recommendation Features: Potential features for recommending course schedules to both schools and students were explored.
- Time Slot Selection: The ability for students to select time options for courses and how the system should display these options was debated.
- System Scalability: The expected number of concurrent users during peak times and the predicted student population growth were considered to ensure the system's future scalability.

- Reporting for Management: Preferences for how deans and department heads should view system results, choosing between a dashboard or analytical reports, were reviewed.
- Analytics Expectations: Specific analytical data the system should provide, such as student numbers per course.
- User Interface Vision: The desired look and feel of the system were considered, including how closely it should resemble the current registration system or whether a new vision should be adopted.
- Compliance: Data regulations that the university follows, and any external compliance requirements were noted as critical points for further investigation.

Outcomes:

The team agreed on a comprehensive list of requirement questions that will be used to engage with the university's dean and department heads. These questions are designed to ensure that the dummy registration system is developed in line with user needs.

MEETING 4:

DATE:	TIME:	PLACE:
10 Jan 2024	2:30 pm | 40 min	On campus

IN ATTENDANCE :	NEXT MEETING
Nma'a Hawary, Zaina AlQudah, Kareen Ziadat, Batool Zein	10 Jan 2024

GOAL OF MEETING

- Ask the requirement questions agreed on to the dean/department.
- To gain a clear understanding of the system requirements for the dummy registration system.

MEETING SUMMARY

Our team had a productive discussion with Dr. Rami AlOran to discuss the creation of a Dummy Registration System. Dr. Rami provided great insights that guided the implementation of essential components into the system. The first primary goal is to integrate the dummy registration system immediately into the actual portal of students, resulting in an efficient user experience. This integration is intended as a page or button within the portal, easing accessibility.

Another critical point raised by Dr. Rami is relying on historical and current data from the registration department. The system should make it easier to decide whether to begin sections depending on college or major programs. In addition, the meeting highlighted the need to resolve human mistakes in pre-registration, such as requests and unregistering sections. Clarity for students about decision-making procedures and valid reasons for section openings emerged as critical factors to consider.

Dr. Rami also mentioned various enhancements to improve the system's operation. These include the use of AI for course suggestions on student dashboards, a notification center for new course offers, and the implementation of a confidential student scoring system to ensure proper pre-registration decisions. The discussion also highlighted a simplified approach to eliminate extra problems, with decision-makers preferring an Excel file including course requests and related information over elaborate dashboards. This detailed meeting report will help our team create a strong Dummy Registration System that meets the needs and expectations we discussed.

MEETING 5:

DATE:	TIME:	PLACE:
10 Jan 2024	4:30 pm | 50 mins	On campus

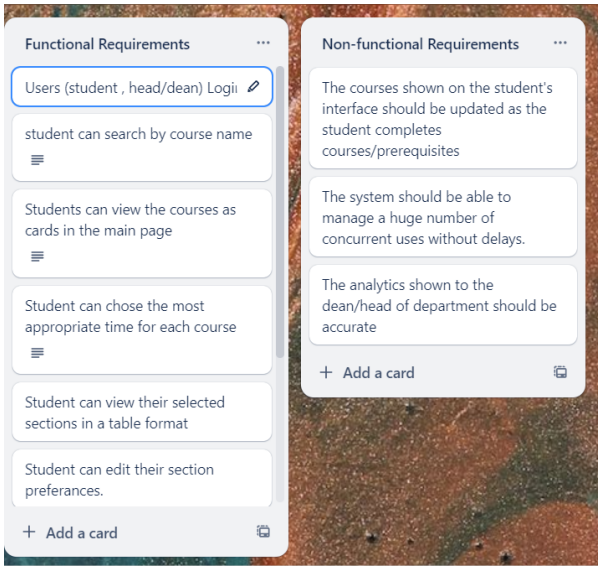
IN ATTENDANCE :	NEXT MEETING :
Nma'a Hawary, Zaina AlQudah, Kareen Ziadat, Batool Zein	21 Jan 2024

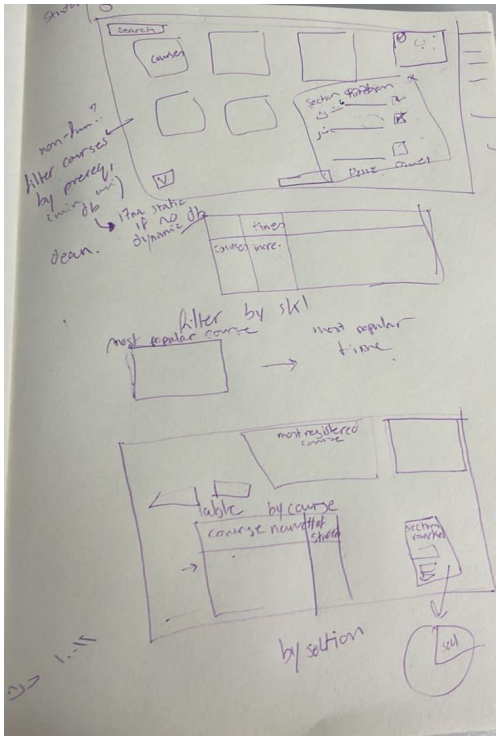
GOAL OF MEETING

- Finalizing the functional and non-functional requirements.
- Designing Wireframes.

MEETING SUMMARY

- Created wireframes that accurately represent the functional requirements, like user login, course search, selection, and editing preferences.
- Aligning how the system's design will allow students to view courses and manage their schedules effectively.
- Confirming that the non-functional requirements, such as system performance under load and real-time updates of course availability, are feasible and reflected in the system design.
- Addressing the accuracy of analytics for administrative users to ensure they can effectively manage course offerings.
- The wireframes reflect a user-friendly interface that matches the outlined functional requirements.
- Defining how the dashboards would be.





MEETING 6:

DATE:	TIME:	PLACE:
21 Jan 2024	11:00 pm | 35 mins	Online

IN ATTENDANCE :	NEXT MEETING :
Nma'a Hawary, Zaina AlQudah, Kareen Ziadat, Batool Zein	

GOAL OF MEETING

- Testing the functional requirements against the implemented solution.
- Point out any differences.
- Modify solution to meet the requirements.

MEETING SUMMARY

Batool, the developer, shared her screen to demo the website so far. She started by showing us the website interface from the student's point of view. Kareen opened the functional requirements and ticked every functional requirement that was fulfilled. The same process was repeated from the dean/head of department point of view.
The whole team pitched in to give feedback when we noticed any improvements or conflict with the functional requirements.

We discussed a technical issue on why the website wasn't reflecting the color change in the code. We tried to access the page incognito mode which reflected that change.

Below is the feedback given:

1. In the student portal: Hiding the table of courses schedule when the course is not selected.
2. Employee portal: Moving the Course schedule page to be part of the dashboard as we felt its empty and more convenient.
3. Employee portal: Adding more statistics and visuals.
4. Employee portal: adding an export option/ button to get statistics as an excel file. (added functionality based on meeting with Dr. Rami).
5. Changing the width of the navigation bar and footer to be full width to enhance user interface.
6. Changing some names and titles so that they are clearer.