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| American University of Bahrain | |
| Date | 23/03/2023 |
| Topic | Registrar Interview |
| Meeting start time | 11:00 |
| Group name | Registrar Interview Group |
| Attendees | Farooq, Mrs. Aysha |
| Absentees | Shahd (excused) |
| Agenda | 1. Discuss Registrar’s use and expectations of the system 2. Decide the priority of feature implementation from the Registrar’s point of view |
| Issues raised | 1. What is the general use case for the system? 2. What are the performance expectations for the grading web application? 3. Is there a maximum file size that can be uploaded for grading? 4. Will there be any training or support provided to faculty who are using the application? 5. Are there any guidelines for the user interface or design of the web application? 6. What is the expected maximum number of concurrent users for the web application? 7. What security measures are required for the web application? 8. Are backups required, and how often would backups be needed?   Are there any features that would be recommended to implement? |
| Action plan | 1. The Registrar will be using the system to provide the dean of students, Dr. Amal, with any required information 2. The application should run smoothly and provide the user with a responsive experience 3. The goal is to provide an unlimited file size and database size for the grading system    * There will be 35 summer courses offered in 2023, whereas the fall and spring semester can see over 150 courses 4. The faculty is willing to undergo training and require apt documentation about the system    * Either one training session for three hours, or three training sessions for one hour each    * It is preferred to do the training before peak times, especially before the end of the semester 5. It is preferable that the interface is minimalistic and intuitive, and dark mode is not required 6. There will be at most 4 users on the system at one period of time 7. Due to the nature of the information in the system, everything should be as secure as possible, with tracking for any changes in the system    * Any changes are logged under the appropriate user with a date and time 8. Backups should be taken as often as possible   A preview for the summaries before downloading them is highly recommended, to double check any information |
| Meeting end time | 11:30 |
| Minute's recorder | Farooq |
| Signatures |  |