**Task 1 -**

**Team Formation and Project Preliminary**

**for**

**Student Club Management System**

**Version <1.0>**

**Group No.: 5**

|  |  |  |
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| **Date created:** | **20 April 2025** |

**Discussion Log**

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| **Date** | **Platform** | **Participants** | **Discussion Summary** |
| 20/04/2025 | Teams chat | All members | Discussed project vision, scope, goals. |

**Screenshot of discussion**

A screenshot of a chat

AI-generated content may be incorrect.

A screenshot of a chat

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## Introduction

This document outlines the team formation for the project, including the roles and responsibilities of each member and the communication strategy to ensure efficient collaboration. It also provides an overview of the project’s vision, scope, and goals.

## Team Formation

### Team Details

|  |  |
| --- | --- |
| **Team member** | **Student ID** |
| MARUS CHONG WEN XUAN | 241UC2414J |
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### 

### Communication Platform

* Microsoft Teams will be used for team meetings and discussions.
* WhatsApp Group will be used for quick, informal communication and announcements.

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*Figure 1: Screenshot of Microsoft Team Chat*

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*Figure 2: Screenshot of WhatsApp Group chat*

### Collaboration Tools

* Documentation and version control:
  + All documents and project files will be stored on GitHub.
  + Each member will have access and contribute to the project through pull requests and Git branches.

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*Figure 3: Screenshot of GitHub repository*

* Shared folder and backup documentation:
  + A Microsoft OneDrive folder is used to share working drafts of documents.

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*Figure 4: Screenshot of OneDrive folder*

### Responsibilities

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| **Team member** | **Role** | **Responsibility** |
| MARCUS CHONG WEN XUAN | Leader | Task 1: team formation  Task 4: Microsoft form questionnaire, brainstorming  Task 5: 1.1 Purpose, 1.2 Scope, 1.3 Product Overview, 1.3.1 Product Perspective, 1.3.2 Product Functions, 1.3.3 User Characteristics, 1.3.4 Limitations, 1.4 Definitions, 3.2 Performance Requirements, 3.3 Usability Requirements, 3.4 Interface Requirements, 3.6 Design Constraints, 3.7 Software System Attributes |
| TAN YUN XUAN | Member | Task 1: Team formation, Project preliminary  Task 2: Context objects, Requirement sources  Task 3: Elicitation plan  Task 4: Elicitation execution (prepare questionnaire, brainstorming, observation)  Task 5: 3.1.1 Use Case Diagram, 3.1.2 Use Case Specification, 4.1 Verification Approach, 4.2 Verification Criteria, 5.2 Acronyms and Abbreviations |
| CHUAH YUN SHAN | Member | Task 1: Team formation  Task 2: Context objects, Requirement sources  Task 3: Elicitation plan  Task 4: Elicitation execution (prepare questionnaire, brainstorming, observation)  Task 5: 2. References, 3.1 Functions, 3.1.2 Use Case Specification, 3.5 Logical Database Requirements, 3.8 Supporting Information, 5 Appendices |
| KENG JING LI | Member | Task 1: Team Formation  Task 2: Requirement source  Task 3: Elicitation plan  Task 4: Elicitation execution (prepare questionnaire, brainstorming, observation)  Task 5: 3.1.2 Use Case Specification |

## Project Preliminary

### Project Vision

The Student Club Management System aims to provide a centralized and user-friendly digital platform that enhances the operational efficiency of student clubs and organizations. The system integrates membership management, club discussion forum, event planning, budgeting tracking, and venue booking, while connecting with university’s financial management system and campus space reservation database. The system will reduce manual processes and provide smoother collaboration among stakeholders. The project is to support improve campus life by empowering student clubs with the tools they need to manage their activities effectively.

### Scope

The Student Club Management System is a web-based platform designed to support the operations of student clubs. This project will cover the development and deployment of the system that includes:

* **Membership Management**:
  + Allow students to register as a member and manage their membership.
  + Assign roles such as president, treasurer, and general member.
  + Enable communication through announcements and notifications.
* **Club Discussion Forum:**
  + Able club members to participate in club-related discussions.
* **Event Planning**:
  + Create, schedule and publish club events.
  + Submit event for approval by university.
  + Provide event visibility controls and attendance tracking.
* **Budget Tracking**:
  + Allow club leaders to submit budget requests for approval.
  + Integrate with the university’s financial management system for processing.
  + Track budgets and expenses with detailed information.
* **Venue Booking Integration**:
  + Interface with the campus space reservation database to check availability.
  + Submit booking requests and manage reservations.
  + Notify users of booking status.
* **Staff Administrative Interface**:
  + Manage approval workflows for budgets, events, and venue bookings.

The initial implementation will focus on core functions for a select number of clubs, with the potential to scale across the whole university.

### Goals

* To provide a seamless and intuitive experience for student leaders to manage club activities.
* To enable real-time tracking of club budgets and expenditures.
* To provide platform for collaboration and idea sharing between students.
* To allow efficient planning and booking of on-campus venues through direct integration with university systems.
* To minimize manual administrative tasks and reduce the communication gap between students and university staff.
* To ensure data security and appropriate access control for different user roles (students, club leaders, and staff).
* To promote transparency and accountability in student club operations.