## Task 1 - Team Formation and Project Preliminary

Project Title: Student Club Management System

Tutorial section: TT5L

Group No.: G5

Version: v1.0

Created on: 20/04/2025

Discussion Log

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

Screenshot of Discussion

### 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 |
| TAN YUN XUAN | 1221309436 |
| CHUAH YUN SHAN | 1211107031 |
|  |  |

### Communication Platform

* Microsoft Teams will be used for team meetings and discussions.
* GitHub will be used for version control and collaborative documentation.
* WhatsApp Group will be used for quick, informal communication and announcements.

Screenshot of 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.

Screenshot of git

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

Screenshot of onedrive

### Responsibilities

|  |  |  |
| --- | --- | --- |
| **Team member** | **Role** | **Responsibility** |
| MARCUS CHONG WEN XUAN | Leader |  |
| TAN YUN XUAN | Member |  |
| CHUAH YUN SHAN | Member |  |
|  | Member |  |

### 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, 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**:
  + Register, track, and manage club members.
  + Assign roles such as president, treasurer, and general member.
  + Enable communication through announcements and notifications.
* **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.
* **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 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 offices.
* 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.