

Meeting Minutes

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| Meeting Date | 5 Nov, 2025 |
| Attendees | Team + Miss Nida Sultan Nahara |
| Agenda | Discuss project idea and current challenges in hostel management |
| Key Decision Points | <ol style="list-style-type: none">1. Current manual checking system of attendance is time-consuming and error-prone.2. Slips are received manually, causing delays during emergencies.3. Room allocation done manually creates conflicts and inefficiency.4. Mess management lacks digital payment system.5. Proposed digital system will allow attendance, gate-pass, and emergency approvals online.6. Room allocation will be automated based on availability. |
| Decision Made | Project approved: Smart Hostel Management System (SHMS) |
| Action Items | <ol style="list-style-type: none">1. Prepare project proposal draft in LaTeX.2. Identify modules: Attendance, Gate-Pass, Room Management, Mess Management.3. Set up GitHub repository for documentation.4. Schedule next RP meeting. |
| Next Meeting Date | 17 Nov, 2025 |

Issues given by RP

1.Attendence Verification Problem:

Wardens have to manually check who marked attendance or not and there is no way to check which student is present in hostel or not.

2.Emergencies delays:

Students must get a manual slip and warden approval to leave the hostel or permission of registrar during university time, in emergencies. This process is slow, sometimes causing delays in urgent situations.

3. Room Allocation Conflict:

Manual room assignments create conflicts among students. It is difficult to know which rooms are free or not.

4. Mess Management Issues:

Meal payments are tracked manually. If a student does not have a payment at that moment, it must be recorded and paid later.