**Meeting Minutes**

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| **Subject:** | Requirement Elicitation | SSDMS | SCGJ | Smalt and Beryl |  | **Date:** | 16/06/2017 |
| **Participants:** | Kamal Saxena, Prashant Wadhwa, Vibhash, Pravek Saxena, Prateek Kapoor, Priyanka Chaudhary, Bhanu Prakash Tiwari, Pranjal Kumar Singh, Priyanshu Pandey | | | |
| **Minutes by:** | Priyanshu Pandey | | | |

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| **Minutes** | | | |
| **Topics Discussed** | | | |
| 1. **Explanation of Graphic Design**  * Dashboard * Manage Registration * Login and Signup * FAQs * Batch Assignment * Import * Homepage TP * Homepage AB * Definitions of terms made clear | | | |
| **Dashboard** | | | |
| * Statistics, Graphs and Graphic Design Discussed and Finalized * **Statistics Finalized:**   + Candidates Enrolled   + Candidates Assessed   + Candidates Certified   + Total Training Partners   + Total Training Centre * **Graphs Finalized:**   + Total Batches - QP code and QP name wise   + Total Candidates - PMKVY and Non-PMKVY   + Graph of Non-PMKVY Modes – Certified Candidates   + Total number of training centers – Top 5 States | | | |
| **Manage Registrations** | | | |
| * Table Reviewed * Application ID (Column) added * Location column is appended * New columns added * Comments made Mandatory | | | |
| **Login and Profile Creation** | | | | |
| * Graphic Design Discussed and Finalized * **Sign Up Fields Changed:**   + Organization Name   + SPOC name   + Email ID   + Password * Profile Creation Page to be Based on Forms by SCGJ (To be Finalized) * Categorization of Essential Fields in Profile Creation * All documents to be uploaded separately and not as a common upload functionality wherein all the documents had to be uploaded in a separate category(with their identification numbers) | | | | |
| **FAQs** | | | | |
| * Export to excel functionality added for FAQs * Multiple questions could be selected in FAQs * **Non-assigned batches** to be added in FAQs * **Batch wise Candidate details** to be added in FAQs | | | | |
| **Batch Assignment** | | | | |
| * **Prioritization of assessor based on:**   + Assessor Location   + QP (Job Role)   + Assessor’s Interest   + No. of Assessments already given (Preferences are to be balanced) * Overruling of Algorithm as a Mandate * Recommended AB column to be Written as **Suggested AB** * Assign Status Column | | | | |
| **Import** | | | | |
| * Import History of Last 20 Imports * Import History table content finalized * View Option means **View + Download** the Imported document * Import certificate option added to backlog * **Batch Mode** column added to **Batch** excel sheet * **Candidates Remaining** column deleted from **Batch** excel sheet * **Original Application ID** column added to **Training Partner** excel sheet | | | | |
| **Training Partner Homepage** | | | | |
| * **Graphic Design, Table content** and **layout** discussed * Table content finalized * Add Centre option added to the backlog * Download Invoice option added to the backlog * Download certificate option added to the backlog | | | | |
| **Assessment Body Homepage** | | | | |
| * **Graphic design, Table content and layout** discussed and finalized * Present Batches table **deleted** * Table content Finalized * A feature list is added to backlog for assignment status and result status | | | | |
| **Definitions (of terms)** | | | | |
| * **Enrolled** – Candidates that are **admitted for training** under a Job Role (QP) * **Assessed** – Candidates that **go through** the assessment process * **Certified** – The candidates who are **successful** in the assessment process | | | | |
| * **Assessment status:**   + **Ongoing –** (Assessment date) = (Today)   + **Pending –** (Assessment date) ≤ (Today)   + **Upcoming –** (Assessment date) ≥ (Today) | | | | |
| * **Result Status:**   + **Pending –** not uploaded on website   + **Uploaded –** Uploaded on website | | | | |
| **S. No.** | | **Action Items/Next Steps** | **Owner** | **Closure Date** |
| **1.** | | Detailed list of people with aspects on which they are working to be sent to SCGJ | Business Analysts of Respective Tracks | 21-06-2017 |
| **2.** | | Preparation of Acceptance criteria of the documents | Business Analysts of respective tracks | 21-06-2017 |
| **3.** | | Preparation of Wireframe | Business Analysts of Respective Tracks | 21-06-2017 |
| **4.** | | Addition of backlog stories to the story template | Business Analysts of respective tracks | 21-06-2017 |
| **5.** | | Division of story into tasks | All the members | 21-06-2017 |
| **6.** | | Time Allocation to tasks | All the members | 21-06-2017 |
| **7.** | | Development Kick Off | All the members | 21-06-2017 |