

## Minutes of Meeting (MoM)

**Project Title:** International Student Scoring System

**Team Number:** 25

**Client / Sponsor:** Trevor Kingsley, International Programs at WSU

**Mentor(s):** Parteek Kumar

**Date:** 09/04/2025

**Time:** 3:00 pm- 3:35 pm

**Location / Platform (Zoom/Office/etc.):** Zoom

**Participants (Team & Client):** Khushi Panchal, Steven Bennet, Trevor Kingsley [client]

**Meeting Number / Version:** Meeting #1

### 1. Agenda

- Item 1: Introductions and role overview
- Item 2: Project background, motivation, and challenges in international admissions
- Item 3: Discussion of related systems, project goals, and evaluation attributes

### 2. Key Discussion Points

- The meeting began with introductions from both the team and the client. Each member shared their background and role.
- Trevor explained the motivation behind the project to create an algorithm that can better predict which international applicants are most likely to enroll at WSU.
- He discussed how the current process relies mostly on Slate CRM and intuition when reviewing applications, making it difficult to accurately project student commitment.
- Trevor emphasized the importance of using real, reliable data to train the model and ensuring the algorithm remains maintainable beyond the project timeline.
- Regions of focus include South Asia, Vietnam, Kenya, and Nigeria, with attention to country-specific enrollment trends.
- Applicant evaluation currently prioritizes three key aspects: academic quality, financial readiness, and the reputation of the applicant's previous institution.
- Slate and PeopleSoft were identified as the main systems currently used in the admissions process.
- The client confirmed that the scoring model should generate both category-specific scores and an overall combined score for each applicant.
- The team and client agreed that the model would first be developed as a standalone prototype, with potential for Slate integration in the future.

- A manual review option for flagged or special applicants will also be included for testing and verification purposes.

### **3. Decisions Made**

- The team will focus on developing a functional scoring algorithm using sample applicant data provided by the client.
- The system will be designed to produce both category-specific scores and an overall composite score for each applicant.
- A manual review feature will be added to allow flagged or uncertain cases to be reviewed individually.
- The primary regions of focus include South Asia, Vietnam, Kenya, and Nigeria, based on the client's identified priorities.
- Integration with Slate will be explored after a stable and fully working prototype has been developed.
- Biweekly meetings will be held via Microsoft Teams to discuss progress and next steps.

### **4. Action Items / Responsibilities**

- Task: Prepare a draft requirements document summarizing client expectations | Assigned To: Khushi Panchal | Deadline: 09/10/2025 | Priority: High
- Task: Research Slate and PeopleSoft integration possibilities | Assigned To: Steven Bennet | Deadline: 09/15/2025 | Priority: Medium
- Task: Collect reference data structures and identify key variables for model training | Assigned To: Khushi Panchal, Steven Bennet | Deadline: 09/18/2025 | Priority: High

### **5. Client Feedback / Clarifications**

- Client prefers a clear but not overly complex interface usability is secondary to clarity.
- Emphasized the importance of ethical data handling (country, ethnicity, financial records).
- Encouraged the team to focus on attributes that strongly correlate with academic success and enrollment commitment.

### **6. Linkage to Deliverables (optional)**

- Relevant Requirement Document Section(s):  
[https://emailwsu-my.sharepoint.com/:x/g/personal/khushi\\_panchal\\_ws\\_u\\_edu/EecnMlIxUntDkXK8H4MAP7sBbDhdLQeQaa4AAnz7RAV0wQ?e=aXQFfR](https://emailwsu-my.sharepoint.com/:x/g/personal/khushi_panchal_ws_u_edu/EecnMlIxUntDkXK8H4MAP7sBbDhdLQeQaa4AAnz7RAV0wQ?e=aXQFfR)
- Impact on Sprint / Milestone: Defines scope and metrics for Sprint 1 requirement documentation.
- Presentation / Report Updates Needed: Include overview of current systems (Slate, PeopleSoft) and client-defined success criteria.

## **7. Next Steps & Follow-Up**

- Deliverables before next meeting: Demo for the project
- Next meeting scheduled on: 9/26/25
- Agreed communication channel: Teams and Email

**Prepared By:** Khushi Panchal

**Date of Circulation:** 09/04/2025