[KAN-20] Event Day Execution & Feedback. Created: 31/Aug/25 Updated: 31/Aug/25 Due: 14/Sep/25

Status:	To Do
Project:	College Management System
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Task	**Priority:**	High
Reporter:	Ujjwal Kant	**Assignee:**	Ujjwal Kant
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Σ Remaining Estimate:	Not Specified	**Remaining Estimate:**	Not Specified
Σ Time Spent:	Not Specified	**Time Spent:**	Not Specified
Σ Original Estimate:	Not Specified	**Original estimate:**	Not Specified

Attachments:	Mock_Post_Event_Report.docx

Sub-tasks:	Key	Summary	Type	Status	Assignee
	KAN-21	Manage event day schedule and supervi...	Subtask	Idea	
	KAN-22	Coordinate volunteers and participants	Subtask	Idea	
	KAN-23	Troubleshoot any last-minute issues	Subtask	Idea	
	KAN-24	Collect feedback from participants an...	Subtask	Idea	
	KAN-25	Prepare post-event summary report	Subtask	Idea	

Rank:	0|i00012:
Start date:	12/Sep/25

[KAN-15] Logistics & Resources Management. Created: 31/Aug/25 Updated: 31/Aug/25 Due: 12/Sep/25

Status:	To Do
Project:	College Management System
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Task	**Priority:**	High
Reporter:	Ujjwal Kant	**Assignee:**	Ujjwal Kant
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Σ Remaining Estimate:	Not Specified	**Remaining Estimate:**	Not Specified
Σ Time Spent:	Not Specified	**Time Spent:**	Not Specified
Σ Original Estimate:	Not Specified	**Original estimate:**	Not Specified

Attachments:	Mock_Logistics_Checklist.xlsx				
Sub-tasks:	**Key**	**Summary**	**Type**	**Status**	**Assignee**
	KAN-16	Arrange chairs, tables, and decorations	Subtask	Idea	
	KAN-17	Allocate volunteers for setup and ass...	Subtask	Idea	
	KAN-18	Book equipment (sound system, project...	Subtask	Idea	
	KAN-19	Confirm catering or refreshments	Subtask	Idea	
Rank:	0|i00011:				
Start date:	09/Sep/25				

[KAN-10] Marketing & Promotion Activities. Created: 31/Aug/25 Updated: 31/Aug/25 Due: 09/Sep/25

Status:	To Do
Project:	College Management System
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Task	**Priority:**	High
Reporter:	Ujjwal Kant	**Assignee:**	Ujjwal Kant
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Σ Remaining Estimate:	Not Specified	**Remaining Estimate:**	Not Specified
Σ Time Spent:	Not Specified	**Time Spent:**	Not Specified
Σ Original Estimate:	Not Specified	**Original estimate:**	Not Specified

Attachments:	Mock_Poster_File.docx				
Sub-tasks:	**Key**	**Summary**	**Type**	**Status**	**Assignee**
	KAN-11	Design event poster	Subtask	Idea	
	KAN-12	Create social media campaign	Subtask	Idea	
	KAN-13	Print poster/flyers	Subtask	Idea	
	KAN-14	Send emails to participants	Subtask	Idea	
Rank:	0|i0000z:				
Start date:	06/Sep/25				

[KAN-5] Requirements Gathering & Documentation. Created: 31/Aug/25 Updated: 31/Aug/25 Due: 06/Sep/25

Status:	To Do
Project:	College Management System
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Task	Priority:	High
Reporter:	Ujjwal Kant	Assignee:	Ujjwal Kant
Resolution:	Unresolved	Votes:	0
Labels:	None		
Σ Remaining Estimate:	Not Specified	Remaining Estimate:	Not Specified
Σ Time Spent:	Not Specified	Time Spent:	Not Specified
Σ Original Estimate:	Not Specified	Original estimate:	Not Specified

Attachments:	Requirement_Document.docx				
Sub-tasks:	**Key**	**Summary**	**Type**	**Status**	**Assignee**
	KAN-6	Meet stakeholders → write notes	Subtask	Idea	
	KAN-7	Define roles → add to document	Subtask	Idea	
	KAN-8	List features → prioritize must-have ...	Subtask	Idea	
	KAN-9	Finalize requirement document → attac...	Subtask	Idea	
Rank:	0|i0000v:				
Start date:	03/Sep/25				

Description

Gather and document all requirements for the College Event Management System.

1. Identify stakeholders (students, faculty, event committee, sponsors).
2. Define user roles (Admin / Organizer, Student / Participant, Volunteer).

3. List functional features (event creation, registration, volunteer allocation, notifications, budget tracking, feedback collection).
4. Document all findings in a requirement document (Word/Google Doc).
5. Attach the document to this task in Jira.

[KAN-4] Book Venue for Event. Created: 31/Aug/25 Updated: 31/Aug/25 Due: 03/Sep/25

Status:	To Do
Project:	College Management System
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Task	**Priority:**	High
Reporter:	Ujjwal Kant	**Assignee:**	Ujjwal Kant
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original estimate:	Not Specified		

Rank:	0|i0000n:
Start date:	31/Aug/25

Description

Find and confirm the auditorium for the cultural fest.