TT5L_G8 - Team Task 1 Discussions and Decisions Log

Project Title: Student Club Management System with Budget and Venue Integration

Tutorial Section: TT5L

Group: G8

Document Version: v1.0

Created by: Adriana

Last Updated: 19/4/2025

Note

All team discussions were held via Microsoft Teams chat. This document summarizes key decisions and contributions from chat conversations. Screenshots have been included where applicable.
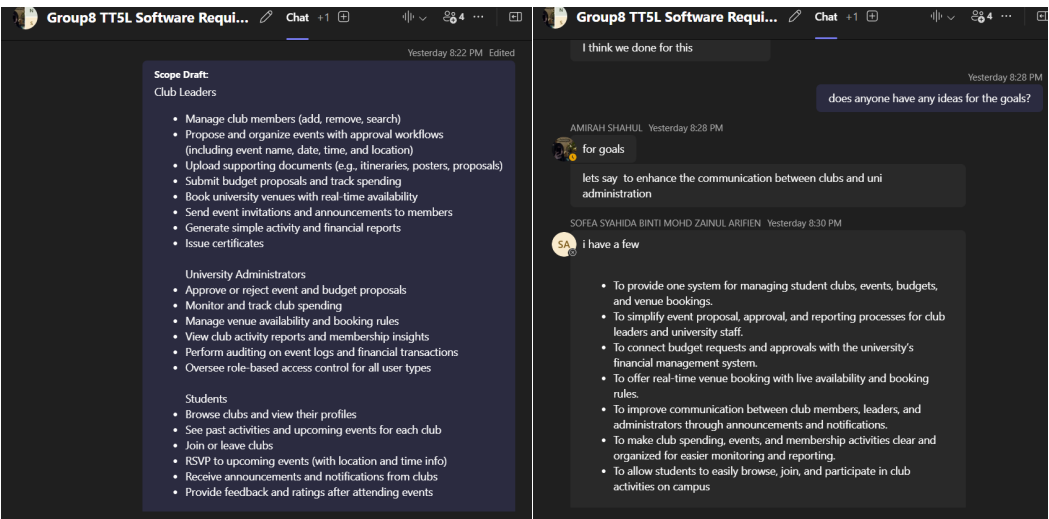
Team Members

Name	Contribution
Adriana binti Meor Azman	Led team discussion, drafted initial system scope, and finalized scope and goals
Nur Rafida binti Ware	Suggested enhancement (e.g. certification)
Amirah Shahul	Added ideas like feedback, venue booking, auditing, communication of clubs and admin
Sofea Syahida Binti Mohd Zainul Arifien	Drafted initial goals and scope, added ideas like event announcement, membership registration and management

Team Chat Discussion Log

Date	Type	Attendees	Key Points Discussed	Decisions Made	Action Items
19 Apr 2025	Teams Chat	All members	Discussed scope and goals for the Student Club Management System.	Finalized scope and goals.	Adriana to write scope and goals section.

Screenshot of Team Chat

Screenshot1: Confirmation of Project Vision, Scope and Goals

1. Project Vision, Scope, and Goals

1.1 Vision

To create a comprehensive platform for student clubs and organizations that integrate with the university's financial management system and campus space reservation database. The system will streamline club operations by connecting membership management, event planning, budget tracking, and venue booking into a single unified platform.

1.2 Scope

User Type	Functionalities
Club Leader	• Manage club members (add, remove, search) • Propose and organize events with approval workflows (including event name, date, time, and location) • Upload supporting documents (e.g., itineraries, posters, proposals) • Submit budget proposals and track spending • Book university venues with real-time availability • Send event invitations and announcements to members • Generate simple activity and financial reports • Issue certificates
University Administrator	• Approve or reject event and budget proposals • Monitor and track club spending • Manage venue availability and booking rules • View club activity reports and membership insights • Perform auditing on event logs and financial transactions • Oversee role-based access control for all user types
Students	• Browse clubs and view their profiles • See past activities and upcoming events for each club • Join or leave clubs • RSVP to upcoming events (with location and time info) • Receive announcements and notifications from clubs • Provide feedback and ratings after attending events

1.3 Goals

- To provide one system for managing student clubs, events, budgets, and venue bookings.
- To simplify event proposal, approval, and reporting processes for club leaders and university staff.
- To connect budget requests and approvals with the university's financial management system.
- To offer real-time venue booking with live availability and booking rules.
- To improve communication between club members, leaders, and administrators through announcements and notifications.
- To make club spending, events, and membership activities clear and organized for easier monitoring and reporting.
- To allow students to easily browse, join, and participate in club activities on campus