# 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 the 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

A screenshot of a computer

AI-generated content may be incorrect.A screenshot of a computer

AI-generated content may be incorrect.

## Project Vision, Scope, and Goals

### 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.

### Scope

1. Club Leaders

* 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

1. University Administrators

* 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

1. 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

### 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