Form Buster

Online Form Approval and Tracking

Team Members

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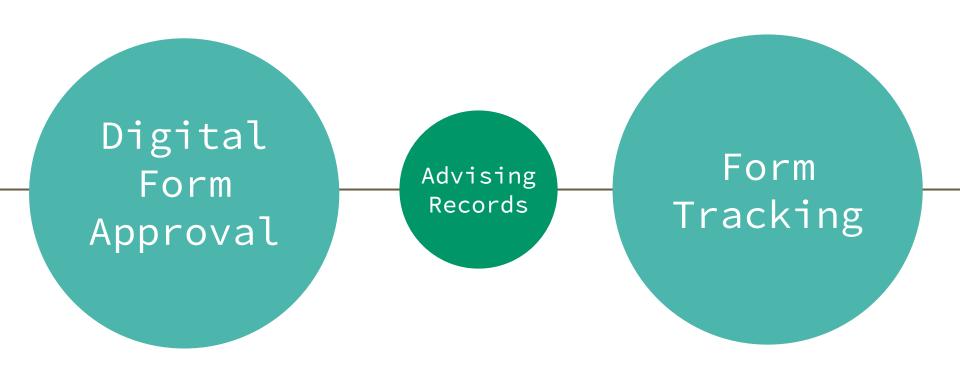
Sponsor

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Goals and Motivations

- Replace current form process
  - Know who's signed the form
  - Know form status (approved or declined w/ reason)
  - Who is my (academic head, advisor,..)
    - Where/when can I find them?

- Improve record keeping
  - "My advisor said/my friend said..." problems

Novel Functionalities

Digital Form Approval

Advising Records

Form Tracking

Approach

Student Coordinator

- Search for a student's record
- Start a form for a student
  - Fill non pre-filled information as wanted

Student

- Start a form
  - Receive email notifications for each approval
  - View form status in account
- View personal record of pending, and completed forms (approved/declined with reason)
- Receive notification when either faculty or student coordinator starts a form
- Given the option to select faculty member if on vacation

Approach

Faculty

- Search for a student's record
- Start a form for a student
    - Fill non pre-filled information as wanted
- Receive notifications for pending forms
- "Sign" a form
- List of pending forms
- Decline to sign and provide reason
- Reminder to sign form after 1 day

Staff

- Search for a student's record
- Receive notifications for incoming approved forms
- List of approved forms
- List of pending forms

Technical Challenges

- Unfamiliarity with web development tools

- Unfamiliarity with database systems

- Integration of frontend and backend systems, along with the communications with the database system

Milestone 1

Investigate & Compare Tools

Requirements Document

Design Document

Test Plan

Milestone 2

Build Database Mock-up

Login Pages and Dashboard

Implement different views

Form Submission

Milestone 3

Digital Approval of Forms

Implement, Test and Demo

- Database lookup for student records
- Email notifications
- Form tracking feature

Questions?