

Task : Discuss your project vision, scope, and goals.

Date: 20 April 2025

Platform : Microsoft Teams

Participants:

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4. Natasha

1. Meeting Objectives

To discuss project vision, scope and goals

2. Discussion Summary

Project vision:

The vision of the University Communication and Services Portal is to create a centralized, user-friendly digital platform that enhances communication and improves access to academic and administrative services for students, parents, lecturers, and administrators. It aims to foster better engagement, reduce manual workload, and automate critical notifications for improved efficiency.

Project scope:

The portal will serve as a centralized hub integrated with the university's existing systems (e.g., LMS and calendar tools) to provide the following services:

- **For Students:**

- Check grades, attendance, class schedules
- Pay tuition fees
- Register for courses
- Receive SMS alerts for low attendance and outstanding fees

- **For Parents:**

- Track child's academic performance
- Get fee payment reminders

- Receive SMS alerts
- **For Lecturers:**
 - Upload student grades
 - Mark and manage attendance
 - Share class updates and academic notices
- **System Features:**
 - Integration with SMS gateway for automated alerts
 - Automation of routine tasks to reduce administrative workload
 - Unified access to academic notifications and services

Project Goals

Enhance Communication

- Improve communication flow between students, parents, lecturers, and university administration
- Reduce delays in information sharing

Reduce Manual Workload

- Automate processes like grade uploads, attendance tracking, and notifications
- Reduce repetitive tasks for administrative staff

Centralized Academic Notification System

- Provide a unified portal for announcements, deadlines, grades, and course updates
- Sync with academic calendars and existing LMS

Support Student Access and Engagement

- Involve parents in monitoring academic progress
- Encourage student accountability and participation

Automated Alerts and Reminders

- Use SMS gateway to notify users about key issues like low attendance and outstanding fees
- Provide timely, actionable alerts to both students and parents