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| Meeting Title | : | **E-Appointment Weekly** |
| Time & Place | : | 11th Feb 2016 , 4.00PM – 6.00PM , On-Campus |
| In Attendance | : | |  |  | | --- | --- | | **Name** | **Company** | | Sangeeta Joshi |  | | Ekta Khiani |  | | Shravani Edem |  | | Nilam Patil |  | | Shweta Sahu |  | |
| Absent | : | None |
| Agenda | : | **To discuss the mail 5 features** |
| Minutes Submitted By | : | Sangeeta Joshi |
| Next Meeting  Time & Place | : | 4.00PM – 6.00PM , 02/18/2016 |
| Sign Off | : |  |

| Meeting Notes, Decisions, Issues |
| --- |
| **Purpose : To discuss the mail 5 features** |
| **Details** |
| **Make an appointment:** This feature will be developed to schedule appointments by current student, prospect students, staff and faculty.  Current Student shall be able to schedule an appointment to ISO, Admissions and the faculty of their registered sources.  Prospect students shall be allowed to make an appointment with admission advisors.  Faculty should also be able to use this system to schedule appointments to other faculties (May keep in scope, for now we are prioritizing for students only)  **Manage Appointment:** ISO, admission advisors and faculty can manage their appointments by using this feature. They will have ability to Approve, Reject or reply to their scheduled appointments.  They will also able to limit the number of appointments.  **Email:** An email should be sent to whenever their is any appointment is accepted or rejected, or any other action taken on the appointment.  **Reminder/Alert:** A reminder/alert should be sent to the attendees of the appointment as per their scheduled reminder time.  **Reporting:** By using the prospect students appointments, we will be able to create the report that shows the prospect student interest in different courses. Which will greatly help the administration to see the overall interest of the prospect students.  Using this, they can also create a report of the number of students showed up in the final admissions.  There will also be other modules like Login(Students,staff and admin) and guest access for the prospect students and Sign out etc. |

| Action Items | | | | |
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| **ID** | **Action** | **Owner** | **Due Date** | **Status** |
| 1. | Draft and send the main 5 features to Roxana | Sangeeta | 15 Feb 2016 | Done |