11/02 Initial Plan

Aim:

Our product aims to provide students a more efficient way of signing out at the senior college office by scanning their student ID cards.

Stakeholders:

Miss Simmons

Mr Rudge

IT Department

Media comms:

Kay Shaw Head of communications

[ksh@stac.school.nz](mailto:ksh@stac.school.nz)

14/02 First meeting with miss Simmons

Principalities:

Sign out function using NFC chip on students ID cards  
Export list of all students who used sign-out function

What we want:

Create a project for digital technology scholarship

What they want:

How current sign-out system works:

All students sign in and sign-out manually

Miss Simmons sometimes logs in synergetic

Miss Simmons has ability to update attendance system

Daily in’s and out’s done through book

Book used to track

Sign out for appointments

Students arriving late/leaving early

Lunch leave

Good to know:

Reporting system – accumulate information

Filter system

Potentially graphs and data recorded for generating reports

Lunch leave

Where every student is. (Decided not to follow)

Emergencies (Big concern)

Filter lists for searching for groups of students

Want to be able to print data at any time (audits)

Issue with appointments where students can lie

12:30 -1:30 students can just swipe in and swipe out for lunch leave

Any other time manual approval required

Reports of students miss-behaving

Student safety is a priority for them

Idea: Dean and middle management having remote access

Rohan a good person at IT to talk to

Joshua a good person at IT

Be able to access information at any time

Store data for long term to get a look at student statistics

Lunch leave swipe in swipe out 12:30-1:30

Filter reason for sign out

Staff access from anywhere laptop/phone

Appointment signs out

24/02 First meeting with STAC comms

STAC comms can give us the official fonts and colors they use

Comms will do own mock-up of design