Meeting Minutes

Date: 30 September 2025

Week 2

Attendees: Veronika, Max, Nick, Joshua

**Agenda**

* Decide allocation of subsystem responsibilities.
* Each member to report functional requirements of their subsystem, including dependencies on other subsystems.

**Minutes**

1. Allocation of Responsibilities

Nick – USU Student App

Max – Student Union Management System

Veronika – USU Operation System

Joshua – Society Leader App

2. Functional Requirements of Each Subsystem

* USU Student App
  + Register students into their union and issue membership IDs.
  + Enable discovery, joining, and quitting of societies.
  + Provide in-society communication (posts, messages).
  + Allow submission of new society creation requests.
  + Support event discovery, subscription, registration, and ticketing.
  + Deliver push notifications for updates (societies, events, tickets).
* Student Union Management System
  + Manage student registrations and union membership records.
  + Maintain society directory and membership data.
  + Oversee approval workflows for new societies.
  + Generate reports and provide monitoring tools for union officers.
* USU Operation System
  + Manage tenancy lifecycle of unions (active/inactive status).
  + Enforce suspension and termination policies.
  + Provide cross-union, regional, and national event services.
  + Distribute announcements and notifications.
* Society Leader App
  + Approve or deny student join requests.
  + Communicate with society members (broadcast and direct).
  + Create and manage society events.
  + Maintain membership lists.

3. Functional Requirements Provided by Other Subsystems

* USU Student App requires:
  + Management System: Validate student registration and membership, provide society directory and membership data, approve new society creation requests.
  + Leader App: Approve join requests, provide member communication, manage society events.
  + Operation System: Manage union tenancy lifecycle, enforce suspensions and terminations, provide cross-union, regional, and national event listings.
* Student Union Management System requires:
  + Student App: Registration data and membership actions.
  + Leader App: Society updates, membership lists, event data.
  + Operation System: Policy alignment with tenancy rules.
* USU Operation System requires:
  + Management System: Membership and society data for compliance.
  + Leader App: Event creation and updates to feed national and regional listings.
  + Student App: Consumption of announcements, events, and tenancy status.
* Society Leader App requires:
  + Management System: Society directory and membership rules.
  + Student App: Join and leave requests, messaging endpoints.
  + Operation System: Push society events into broader cross-union event streams.

**Next Meeting – Week 3**

**Date**: Tuesday, 7 October 2025

**Agenda**:

* Each member to present analysis of the quality requirements of their subsystem.
* Group discussion and Q&A on reported quality requirements.