**TITLE:** Systems Requirements Review Meeting

**DATE:** 2017-08-25

**LOCATION:** Heritage College B213

**TIME:** 8:10

**PARTIES:**

* Project Manager (Richard Chan)
* Team 02 (Cody Berube, Louis Thibodeau, Max Haley, Philip Dumaresq, Andrew Ha, Brae Walker)
* Client (Alain Beauparlant)

**ATTENDEES:**

* Philip Dumaresq / team member
* Andrew Ha / team member
* Maxwell Haley / team member
* Brae Walker / team member
* Louis Thibodeau / team member
* Code Berube / team member
* Richard Chan / project manager
* Alain Beauparlant / client
* Allan McDonald(left at 8:50)

**ABSENT:**

* None

**SUBJECT:** RAC System user requirements

**ACTIONS:**

1. Richard will look into determining how we will share the files uploaded by the Candidate that have grades.
2. Cody will add a use case representing that a candidate will be able to create an account.

**ITEMS DISCUSSED:**

RAC Advisor

1. Missing use case - RAC advisor wants to be able to see when Candidate registers **(To what?)**
2. RAC Advisor would like to know when the Candidate starts the self evaluation process so that the RAC Advisor can reach out to them.
3. It can often take a couple days for Candidates to finish the application.

Rac advisor should get an email if:

* The user partially fills the self-assessment and leaves.
* The user fills the self-assessment and forgets attachments.
* The user makes and account and fills no self-assessments.

Candidate

To add to Candidate account information:

* Preferred way to be contacted.
* Nighttime**(Alain said he would not deal with this)** vs. daytime phone.
* Email and phone are required.

Main types of documents uploaded by the Candidate:

* Resume.
* Job descriptions.
* Hiring contract linking job description.
* Course outline from college outline.

Candidate should see what they were accepted for by course not competency.

Alain adds:

* Once the account is created this site needs a really good appeal. **(should there be appeal from the start?)**
* We need to think about drawing the people in, it is the first relationship with a potential student.
* This is a marketing tool.
* Testimonials on the page would be good from a marketing perspective.

New email for candidate if the account is updated. **(What does this mean?)**

We also should have some kind of notifications. Alain mentioned that email notifications should be sent when:

* A new account is created.
* A RAC self-evaluation has been completed.
* A RAC self-evaluation has had documentation uploaded.
* A RAC self-evaluation has been submitted.

Other events could possibly trigger an email notification. An agreement was made to flesh-out these ideas in a future meeting.

Content Specialist

Content specialist can only see what is sent to them about the application not the whole thing.

The RAC advisor can choose what the content specialist can see when evaluating but only based on whether they are Gen-ed or course specific. Other than that the content specialist should see everything.

* Resume is not protected information
* Grades and transcripts **are** Protected B information, legal notices must be posted on the system.;

Content specialist never talks to candidate.

Alain gave an example of what the content specialists respond with:

* they have proper experience
* there is no info to make a proper assessment
* they have related experience but it is outdated,
* they have experience but not really enough for the competency
* 2 types of feedback, feedback per competency and general assessment

Will content specialist have account?

* Allan says as content specialist says he won’t always have time to do it all at once. it would be good if he can start and finish later.
* the content specialist can enter how the person acquires the criteria. ex school, work ...

Other

Alain adds: Before the final evaluation (official credits given) the candidate needs to apply to the college.

Both Content Specialist and RAC advisor can edit the forms. There should be a way to keep track of who changes what.

Can a candidate delete their account?

* Yes (it’s the law - Allan)

Should we add another email when they start filling out the form?

* Yes

Can the RAC advisor evaluate a RAC request?

* No, RAC advisor cannot evaluate them. Content specialist has to be the only.

Allan asks:

Do we need academic advisors to have access to RAC?

* Alain gives example of new media student who was way to knowledgeable for a course they went to the academic advisor to get the credit.
* Alain: RAC specialist is for external. Academic advisors are for internal.
* it could happen when an internal student uses RAC still if they are asking for credits based on work experience not courses.
* So we can disregard this

Prioritizing

Priority from Alain.

create account, self-evaluate, upload documents.

**DECISIONS:**

Email notifications should be sent when:

* A new account is created.
* A RAC self-evaluation has been completed.
* A RAC self-evaluation has had documentation uploaded.
* A RAC self-evaluation has been submitted.

Other events could possibly trigger an email notification. An agreement was made to flesh-out these ideas in a future meeting.

Email notifications for the RAC advisor should be reviewed because it sounds like a lot.

Candidate should see what they were accepted for by course not competency.

Candidate account information:

* Preferred way to be contacted.
* Nighttime**(Alain said he would not deal with this)** vs. daytime phone.
* Email and phone are required.

Content Specialist need two types of responses; one for each competency and one for in general.

Academic advisors do not need access to RAC.

The RAC advisor can choose what the content specialist can see when evaluating but only based on whether they are Gen-ed or course specific. Other than that the content specialist should see everything.

* Resume is not confidential
* High school grades are protected

**FOLLOW UP:**

* Richard will schedule a meeting with Alain in about 2 weeks
* The team will breakdown the aspect of creating an account, filling out a request and submitting it into subtasks.
* We will send Alain a copy of the meeting minutes.

**SIGN OFF:**

* Louis Thibodeau
* Maxwell Haley
* Cody Berube
* Andrew Ha
* Brae Walker
* Philip Dumaresq