**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 10-May-2023 |
| **Meeting Time** | 3:30PM |
| **Meeting Duration** | 2hours |
| **Meeting Topic** | ToT & Life Skills (Staff and Student Development) , WSC Academy |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Suppiah Nagammal | Academy |
| Ashutosh Dey | Academy |
| Manas Nahak | Academy |
| Swagat Praharaj | Academy |
| Dhananjaya Sarangi | IT |
| Bishnupriya Panda | IT |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |
| Shiv Kaul | SOUL |

**Points Discussed**

The following points were discussed :

1. On the cover page the department name should be Academy instead of School of Academy.
2. If the SRS documents is about ToT and life skills, then the title of the SRS can be Staff and student Development, or if the the document covers only ToT, then it can be named Staff Development program (module word to be removed)
3. Spelling of aggregate in the document to be corrected
4. Life skills come under the purview of the Academy (Information shared by WSC SME)
5. Attendance will be taken for each class based on the module and the date of attendance.
6. SME wants the trainer to have permission to view every other trainer’s schedule. While the Director will have a master view of the schedule.
7. SME has concerns over the size of the calendar view cells(Eg. If a slot of 9-10 AM has 10 classes scheduled , the concern was whether the 10 classes would be appropriately viewed in master view).
8. WSC SME suggested the renaming of course schedule to Time Table, Assessment criteria to Assessment Tool.
9. Evaluation is based on one assignment which a participant submits. The screen for submission and subsequent evaluation should have a table which would have the following data fields: Assignment, Total Marks and Marks.
10. Yoga class doesn’t have any evaluation but attendance is a main criteria for completion of the course. (Information shared by WSC SME)
11. Some modules might not have assignments. However, the SME wants to have the provision to enter the marks even without an assignment being submitted by the participant.
12. Short courses are just courses and have no further modules.(Information shared by WSC SME)
13. The department is not to be referred as SoA but WSC Academy. (Information shared by WSC SME)
14. The SME gave an example process flow for the academy which is as follows:

*65 Nominated List given by DTET → 40 Reported(enrollment) → 5 Day attendance to be taken*

1. Participant List will be the screen which will have master participant list
2. The Participant selection screen will be renamed to Nominated, which will have the actual number of participants.
3. The Participant reporting screen will be renamed to Participant enrollment, which will have participants who actually report to WSC.
4. Each ToT program has a unique code ie. Program code which can be inferred as a Batch code
5. Participant grouping will be done in background based on batch (program code)
6. SME suggested renaming of Assignment Evaluation to some other terminology (Like- Assignment Marking)
7. Certificates will be issued to participants who have passed and have the required attendance.
8. Each certificate will have a unique certificate number
9. SME suggested that the system can auto-generate certificates but should have a provision for override if the department wants to generate certificates manually.
10. WSC SME suggested that they will take care of certificates, including design and print whereas WSC stakeholder suggested that the system should have the provision to generate certificates and certificate unique ID which can be used by the SME’s to write the certificate numbers on the printed copies.

**Action Items**

1. WSC academy will provide with a process flow chart
2. WSC academy will provide with ToT calendar
3. SOUL to check the following impact analysis of nomenclature changes (course schedule to Time Table, Assessment criteria to Assessment Tool, Assignment Evaluation to Assignment Marking)
4. SOUL to check the development feasibility for point 11, 19, 23 & 24