**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 17th Floor |
| **Meeting Date** | 29-Mar-2023 |
| **Meeting Time** | 5:00pm |
| **Meeting Duration** | 45 mins |
| **Meeting Topic** | Faculty Workload, Students’ feedback , Student Readmission, Scholarship,Rewards and Achievements, Parent enquiry messaging system |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Anil Das | Administration (Admission) |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. Faculty Workload - **To be discussed with concerned WSC stakeholders**
2. Student’s feedback - **The feedback process and format to be approved, formalized and shared by WSC**
3. Student Readmission - Discussed the business process / functionality
4. Scholarship - Discussed the business process / functionality
5. Rewards and Achievements - Discussed the business process / functionality
6. Parent enquiry messaging system - To be discussed further during today’s meeting (on call) with Mr. Anil Das
7. WSC will discuss the Student Grievance process with the relevant stakeholders as template / SOP needs approval