**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 24-Apr-2023 |
| **Scheduled Meeting Time** | 3:00pm |
| **Actual Meeting Time** | 3:30pm |
| **Meeting Duration** | 45mins |
| **Meeting Topic** | SRS Walkthrough - Admission Document |

**In Attendance (WSC)**

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

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sukalayan Nayak | SOUL |
| Shaik Tousiff | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. WSC SME advised a preferable option to make exam declaration and exam center allocation in one screen
2. In Student applicant, student will choose the center (by name) in exam center preferences (around 3 preferences) instead of district, city/village/town
3. Entrance exam publication will be same as rank card publication => it will be one block in the business process flowchart
4. For center preferences selection in student applicant page, all centers will be shown in exam center preference table drop down
5. There are 2 types of programs in WSC – short-term course (duration – 5 days or 2 weeks or 1month) & Long-term course (duration – 1 year)
6. Change program grade to program name
7. In program grade there will be 2 option – Long term courses and short-term course in student applicant form
8. Eg: Program name in WSC is like **advance certificate in mechatronics which is a long-term course**

**Note:-** Short term course will probably not have an entrance exam and their admission

process is currently under work

1. As per above options selected (whether long-term or short-term) course choices will be available for applicant to select from.
2. Change academic event to academic calendar and make 2 new screens of Student Activity calendar & corporate calendar
3. Academic Calendar will have all the data regarding academics and examination (will be same for all departments like SOE, Academy) (calendar will be common between multiple courses)
4. Student activity calendar will contain all data regarding fests, festivals, etc for students (will be same for all departments) (calendar will be common between multiple courses)
5. Corporate calendar will contain data regarding events held by WSC like inauguration day (WSC SME said he will share the 3 calendars, need them for reference)

**Action Item**

WSC SME will share Academic Calendar, Student Activity calendar and Corporate

calendar