**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 16-May-2023 |
| **Scheduled Meeting Time** | 5:00PM |
| **Actual Meeting Time** | 5:20PM |
| **Meeting Duration** |  |
| **Meeting Topic** | Examination SRS walk through |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Suresh Kumar Nayak | Examination |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. Setter should not know who the moderator is
2. WSC : If any issue happens during moderation, then what is the process?

SOUL : We don’t have any process yet. Please explain.

Exam Schedule --> Course Manager decides what will be the in module / end-module-->

Paper setter gives to exam coordinator--> exam coordinator gives to moderator--> moderator gives back to exam coordinator--> exam coordinator gives to examination cell

1. Exam paper setter and moderator will know each other (information by WSC SME)
2. Seating plan is based on roll no wise (information by WSC SME)
3. Business process flow will include the complete examination process and not only system processes
4. System should have the provision for room utilization
5. Invigilator and room will be maintained in the system
6. In Criteria Wise Evaluation Tool, delete the column “Registration No.” as it is not required
7. WSC : Does system have the provision for excel upload?

SOUL : Yes

1. The Continuous Evaluation Tool shall be renamed to “Rechecking Process”
2. Final Exam Result screen name will be renamed to Final Semester Result
3. SGPA and CGPA to be removed. Instead, total marks, secured marks , pass percentage and whether the student passed or failed to be maintained in the system
4. Transcript or mark sheet and course completion template / format will be shared by WSC SME
5. In the business process flow, remove the blocks of attendance and score sheet

**Action Items**

Transcript or mark sheet and course completion template / format will be shared by WSC SME