**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 26-May-2023 |
| **Meeting Time** | 11:30AM |
| **Meeting Duration** | 1h |
| **Meeting Topic** | Examination SRS walk through |

**In Attendance (WSC)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Suresh Kumar | Examination |
| Bishnupriya Panda | IT |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. An exam can have multiple invigilator

1. Workflow
2. Teaching staff is marker. Once a mark is entered and submitted, a teacher can’t change the

mark

1. Exam coordination/Exam cell will receive the marks and once it is submitted , exam

coordinator / exam cell can not change the marks

1. Director / Dy. Director - Will be allowed to change the incorrect entry after submission of the form

1. Submission date should be there in the paper setter.

**Action Items**

Semester and cumulative mark sheet template form will be shared by WSC SME