**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 04-May-2023 |
| **Actual Meeting Time** | 11:00AM |
| **Meeting Duration** | 12:00PM |
| **Meeting Topic** | SRS Walk through with SOS - Admission, Academics, Examination |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Suguna Sirnivasan | SOS |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

**Student Group**

1. Student group rename to class
2. There are 9 modules in SOS. The module teacher takes the attendance.
3. Grouping of students by course, class, module, instructor
4. report to be generated class wise: the whole class's percentage of attendance
5. report to be generated module wise his / her attendance details
6. Grouping of students for each class based on gender

**Mentor Allocation**

1. Can the notification of mentor communication be triggered via whats app? WSC SME to propose WSC higher management for whats app Integration
2. If the mentor doesn respond then what happens in the system? Can a mechanism be applied that will trigger the mentor to check the mentee's communication and respond.Can there be a trigger / reminder to the course manager and mentor to provide a timely response?

**Course Schedule / Timetable**

1. 4 classes , 5 modules , 5 facilities (classroom), no. of teachers available, days available, time available system should distribute the class schedule automatically.
2. Let the system automatically populate the dates for the classes to be taken. SOUL team to analyze the requirement.
3. Instructor log is unnecessary information that is being shown in the system.
4. Teacher has a limit of 22 hrs of time availability per week

**Student Attendance**

1. A student is on medical leave, goes to a hostel and does not attend the class. Attendance will be marked as Medical Condition
2. students have not attended the class and not in hostel. Attendance marked as Approved Leave.

**User Roles**

Only a Course Manager should have access to do Program enrollment

**SRS Documents**

1. Classroom will be renamed to facilities
2. Student leave approval done by CA
3. Daily attendance should be done by the Module Instructor

**Examination**

1. Exam Declaration to be renamed as exam schedule
2. Exam evaluation plan will be renamed to Exam paper evaluation plan
3. Setter will be given 3 weeks to set the paper. Moderator will be given 2 weeks to review the paper set by setter. Reviewer is given 1 week time to check the grammatical, format, repeated questions, out of syllabus aspect of the question.
4. Moderator refers the table of specifications to review
5. Transcripts terminology is used for marksheets which is given to the students end of semester 1 and semester 2

**Action Items**

1. 4 classes , 5 modules , 5 facilities (classroom), no. of teachers available, days available, time available system should distribute the class schedule automatically. SOUL team to analyze the requirements
2. Grouping of students gender wise (distribution of boys and girls in each classes) - SOUL team to analyze the requirement