**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 10-May-2023 |
| **Scheduled Meeting Time** | 11:00AM |
| **Actual Meeting Time** | 11:15AM |
| **Meeting Duration** | 1h |
| **Meeting Topic** | School Of Engineering - SOE - Academics (Student attendance, Course schedule, mentor mentee communication) |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Bhimsen Tudu | SOE |
| Azad Pradhan | SOE |
| Bishnupriya Panda | IT |

**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. SME suggested that the attendance tool should have the list of students in a tabular format.
2. SME suggested changes in terminology of the check all and uncheck all button to something which can be understood by the trainers(eg. Mark all present).
3. Medical leaves is considered separately.
4. **85% attendance is mandatory**
5. The SME wants to maintain attrition. For that purpose, he will need these data points from the system: No. of enrollment, no. of reported and attrition numbers.
6. The Class advisor tracks attendance in classes, If the student is marked absent for 30 consecutive days then the class advisor fills out the attrition form and sends it to the course manager.
7. The user based on the attrition form approval will be disabled.
8. SME asked for a report which shows the eligible students for promotion to next semester
9. Every 10 students have one mentor.
10. Building room in Infrastructure needs to be linked with the rooms in SLCM.
11. Floor wise data will be provided