**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 24-May-2023 |
| **Scheduled Meeting Time** | 3:00PM |
| **Actual Meeting Time** | 3:35PM |
| **Meeting Duration** | 2h |
| **Meeting Topic** | Academy ToT SRS walk through |

**In Attendance (WSC)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Suppiah Nagammal | Academy |
| Ashutosh Dey | Academy |
| Srikanta Patra | Academy |
| Dhananjaya Sarangi | IT |
| Bishnupriya Panda | IT |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

ToT

1. Participant Batch : entering of room, trainer name, course manager name get participants list
2. Assignment declaration date will be the date when the class / training begins
3. Final Aggregate result will be rename to “Result”
4. Trainer + manager + Dy director --> 3 levels of approval will be applicable for final result
5. Participants should be able to see their own final result (email or message?)
6. Certificate template to be provided by Academy SME
7. The name of the screen will be Training of Trainers (ToT)

LifeSkills

1. Trainer does the mark entry , he / she submits the entry
2. Manager checks the entry and submits (no recall of the data)
3. In case there is an error, data retrieval process can be done at the Director level (mistakes / error can be done by the Director)
4. In course screen, topic row will have attach button

Academics SRS Document

The workflow process will be mentioned twice. One will be generic and the another one will be WSC school specific e.g. SOE, School of services, Academy

Changes in the workflow would be : Course enrollment, Student group and Course schedule to be in dotted lines indicating the processes are captured during admission

The workflow of Academy will begin from Student attendance

Mentor communication and mentee communication will be optional for Academy

**Action Items**

SOUL team will update the SRS document for the sign off