**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 27-Apr-2023 |
| **Actual Meeting Time** | 4:00pm |
| **Meeting Duration** | 1.5hr |
| **Meeting Topic** | SRS Walkthrough - Academy |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Suppiah Nagammal | Academy |
| Ashutosh Dey | Academy |
| Suresh Kumar Nayak | Administration (Examination) |
| Pragyan Panda | Academy |
| Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. SOUL showed the SRS documents of Examination, ToT and Academics starting with Examination
2. Document heading (TOT) has to be changed
3. WSC SME mentioned ToT comes under WSC academy
4. Academy has two wings : Staff capability development for industry partners, leaders etc and other is life skill training for all the students
5. WSC SME wants a screen which will only be accessible to the academy staff and separate screen for life skill training
6. Screen shots in the printed SRS documents are not visible
7. Change the candidate word to participant
8. Change exam declaration to assignment upload
9. As per WSC SME, in the main page, there will be SOS, Academy , Admin, Clicking on Academy will show two options Staff capability and Life & employability skills.
10. Under Staff capability development there will be options like TOT Pedagogy, TOT Assessment, TOT, short term course, other programs
11. Under Life & Employability there will be PPO1, PPO2, PPO3, SA, D.T
12. The program name is staff capability development and not directly TOT
13. WSC SME mentioned they don’t have student batch or group, they have classes.
14. They don't have course expiry date on the course screen
15. System should capture the reason for a students absence from the class
16. Provision in the system to capture late attendance
17. During attendance capturing either the name of the students on leave should not appear on the attendance list , there should be a provision for recording the time by which a student is late.
18. The other provision should be that if a student is on leave then the name should appear in the list with “approved leave” marked beside the name.
19. Provision for attendance of a student who is on leave but has not gone and is present in the class.
20. Trainers are supposed to generate a monthly attendance sheet (in percentage)
21. Change assessment criteria terminology should be changed to Assessment scheme
22. The proposed business process flow should be : Participation Register -> Course creation -> Run the course -> At the end check parameters
23. SRS documents for signing off by WSC SME
24. WSC SME’s proposed to follow a top-down approach for gathering the requirements and show the prototype of the TOT process

Action Item

1. SOUL team will split the SRS documents school wise e.g. Academy, SOE, SOS
2. SOUL team will schedule another walkthrough session with Academy