**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 09-May-2023 |
| **Actual Meeting Time** | 3:15PM |
| **Meeting Duration** | 50 min |
| **Meeting Topic** | SRS Walk through with SOE - Training of Trainers (TOT) - Skills |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Mr. Subhasis Das | SOE |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Shruti Kumari | SOUL |
| Sharmistha Panda | SOUL |
| Swagatika Mohapatra | SOUL |

**Points Discussed**

The following points were discussed :

1. Change from Staff Development Program to Training Of Trainers (TOT) - Skill.
2. Modify Nomination of the Participants to Prospective Participants.
3. Exam declaration can be started before the participation list.
4. WSC: Can you assign a unique code assigned to Participant and that should be consistent through out the WSC.So that you can easily fetch how many TOT the participant has gone through.

Ans: SOUL - Yes, participants will have a unique ID

1. There is a sequence/nomenclature for participants attending training under different departments .

For example :- SOE\_MCE-02-23-01

Prefix by school code-Mechantronics-date

1. The course completion certificate format will be provided by WSC and SOUL can generate the required outcome with logo and details.
2. All the details provided will be generated and just WSC need to take a print out.
3. All the certificate generation will be done by WSC.
4. Printing is done by Academy for the generation of Certificate sequence no.
5. The Certificate printing process to be discussed with Suppiah ma’am.
6. There will be 4 printing format provided by SOUL.
7. Process flow elaboration fields to be rechecked
8. Start date and end date should be maintained in the screen before Tot participant reporting. .
9. WSC :- Is it possible to add rubrics?

SOUL:-To check on the feasibility

1. SOUL: Does the rubrics parameter vary?

Ans) WSC: Parameters can vary from 8 to 10 or 4 to 5.

1. WSC : Can the Department name be changed to School.

Ans) SOUL: Department term is a applicable at an organizational level. Under department, system will show school of engineering, school of academy, school of services,hrms,etc..

17-Instructors will be renamed to Trainers.

18-Page no 7 - point 14, TOT participants should be changed to TOT Nominations.

Action Item

* WSC will provide the Course completion Format (4 types) .
* Certificate sequence number will be provided by school of academy (WSC). This point to be discussed with WSC SME’s / stakeholders
* The certificate printing process to be discussed with Suppiah ma’am.
* Start date and end date should be maintained in the screen before Tot participant reporting by SOUL
* SOUL will do a feasibility analysis for implementing rubrics