# Student Tracking System

Sponsor: First College

Started date: Jan-17-2021.

Group #15:

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**GENERAL REQUIREMENTS**

**1. Functional requirements**

* Mark students’ status – Enrolled/Transfer to another intake/withdrawal
* Log in/log out – Every employee will have the ability to log in and log out through the current website.
* Create an account - this is for Administration’s role.
* Add/update/delete data.
* The College has three intakes during the year, January, May and September; the employees will need to modify more files when approaching that time.
* Data entry of new students' personal information, course, and payment.
* Updating of students records, course, and payment.
* Deleting of students' records/information.
* Export to PDF files and Word Documents
* Generate reports of students' status and records.
* Can be exported to pdf and word files as per user requirements.
* Database for 500-600 records with 5-6 users

**2. Non-functional requirements**

* Clean design
* User-friendly interface – We will give every employee orientation when the project is finished and make sure everyone feels comfortable using our system.

**Bonus:**

We are planning to finish this project in around 8 - 10 weeks. After releasing the project, if you want to expand this Web application, we can consider adding some more features listed below:

1. Auto-generate Student Paid Invoice, including students’ name, billing address, email address, the program he/she is taking, paid date, paid amount.

2. Add Instructors’ log in but limit their access. They can only see the students’ general information.

3. Compatible on mobile devices

**CHANGE REQUEST POLICIES**

1. A change request in the system will be accepted up to end of March.
2. All change requests must be done in writing (via email).
3. All requests must be with approval of the principal sponsor.
4. Project manager to give feedback within 48 hours after the request was received.
5. Project manager to discuss with the team member the change request.
6. Project manager and team members to decide on the change request.
7. Project Manager to discuss with the client the decision of the team.
8. All approved changes must be put in writing and conform by project manager and principal sponsor.

**TEAM CONTRACT**

1. **Commitments as a project team:**

* Only agree to do work that we are qualified and capable of doing.
* Work proactively, anticipating potential problems and working to prevent them.
* Promptly notify our sponsor of any change that could affect them.
* Keep other team members informed of information related to the project.
* Focus on what is best for the entire project team.

1. **Participation:**

* Be honest and open during all project activities.
* Encourage diversity in teamwork.
* Provide the opportunity for equal participation.
* Be open to new approaches and consider new ideas.
* Have one discussion at a time.
* Let the project leader know well in advance if a team member has to miss a meeting or may have trouble meeting a deadline for a given task.
* Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved.

1. **Communication:**

* Decide as a team on the best way to communicate. Because of COVID we cannot meet face to face, we will use email, discord, and other technology to assist in communicating.
* Seek first to understand, and then to be understood.
* Have the project leader facilitate all meetings and arrange for phone/video conferences as needed.
* Work together to create the project schedule and enter actuals into the enterprise-wide project management system, Jira by 5:00 pm every Sunday.
* Present ideas clearly and concisely.
* Practice active, effective listening skills.
* Keep discussions on track.
* Use visual means such as drawings, charts, and tables to facilitate discussion.

1. **Problem Solving:**

* Encourage everyone to participate in solving problems.
* Only use constructive criticism and focus on solving problems, not blaming people.
* Strive to build on each other’s ideas.

1. **Decision Making:**

* Make decisions on data whenever feasible.
* Seek to find the needed information or data.
* Get input from the entire team before a decision is made.
* Move forward together to support decisions as a team.

1. **Handling Conflict:**

* Regard conflict as normal and as an opportunity for growth.
* Listen openly to other points of view.
* State our points of view and our interests in a non-judgmental and non-attacking manner.
* Attack problems or issues, not the person.

1. **Meeting Guidelines:**

* Have face-to-face video conference meetings at least once a month.
* Hold other meetings as needed.
* Record meeting minutes and send them via email within 24 hours of all project meetings, focusing on decisions made and action items from each meeting.