Project Requirements:

FERPA documentation - pdf that outlines the requirements, guidelines, policies etc

Mockup drawings - storyboarding

UI design and implementation

Any and all documentation that is needed for knowledge/pass off docs

Point of Contacts

Meeting notes

“He said, she said”

Outside of our scope and future requirements?

Backend implementation

Bruce’s Notes:

* 3rd party tools are OK only if not it’s reporting information outside of the server.
* Need to know what’s legal.
* Assume everything is FERPA protected.
* Generate rules on what certain individuals can and cannot do.
* Only accessible to students in specific courses.
* Needs to audit (log) everything that is happening.
* 2 factor login is required by the state, e.g. Duo.
* Need some sort of backup.
* Need FERPA approved anti-virus.
* Guidelines:
  + Everything needs to be encrypted.
  + FERPA trained individuals can only access the server.
  + Make sure that whatever the individual is accessing makes sense, e.g. Secretary doesn’t need to access source code for programs.
  + Needs to be in compliance.

Taylen’s Notes:

Per Florian Stellet, in order for a Weber State University server to be FERPA compliant, it must meet these minimum requirements:

1. All data stored on the server must be encrypted. If the data needs to be in a printed form, the data needs to be stored in a secure room.
2. All persons requiring access to the data must be FERPA certified. Certificates must be renewed every three years.
   1. [Who maintains the certificates?]
3. There must be a justified reason for access to the data. Mitigate and limit access to any persons not requiring access.
   1. [We should probably ask what is considered “justified”]