

Actions to be taken

Paul:

- Send excel spreadsheets
- Send registration form
- Review project synopsis when received

Team:

- Send mugshots and profiles
- Send resumes
- Create meeting agenda
- Send project synopsis (cc Dr. Ludi)

Meeting Notes

Current System

- Attendance Cards
 - organized by class and rank
 - Students check the days that they attend
 - Boxes drawn around days that they increase rank
- Progression tracking
 - Belts with stripes
 - Marked on attendance cards

Problem

- Want to get rid of paper
 - No more physical attendance cards → some simple sign-in (RFID, QR, etc.)
- 2 big excel spreadsheets
- <100 students

Design

- Simple UI
- Easy login, easy attendance tracking
 - Ideas explored: RFID chips, QR/barcodes, Finger prints
 - Who keeps the physical item? (preferably the student)
 - What to track
 - Classes: Flag after a number of missed classes → mail a card, phone call, etc.
 - Workshops: attendance rates not important; only need to know who was there
 - Young users (3-4 yrs) → instructor handles sign-in
 - Who paid? How much?
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- Easy registration
 - Initial registration
 - tablet-based design
 - internal webserver
 - e-signatures (consent forms)
 - Photo of student
 - Workshop registration
- Belt progression tracking
 - New photo with new rank
- Easy addition of new classes
 - Ability to create classes and workshops using the system
- Students can be in many classes, can instruct classes

User Profiles:

- Instructor
- Student (ages ~5+)
- Office Manager

Misc

- Electronic system will not store credit card information
- No credit card payments are made in the system
- Long term goals:
 - System would be an entire management system (not just attendance)
 - Inventory
 - Payments
 - Instructor tracking
 - Instructor class/event assigning
 - Student Instructor tracking for scheduling and “volunteer service awards”