

Actions to be Taken

Team

- Pros and cons list for different check-in method options

Meeting Notes

Discussion of workshops vs. classes:

- Workshops and classes(programs) are considerably different
- Should be handled independently in the system
- Workshops:
 - Might be open, might need pre-registration
 - Track attendance solely for contact information
- “no direct link between a program and a workshop”
 - → **Option 3:** programs separate than workshops
- **When a person registers for a workshop, they are saved in the system**
 - Associate student with programs and/or workshops
 - Paul will want to contact these people in the future for notification of e.g. similar workshops (as opposed to non-applicable program/class notifications)
- Workshops have pre-registration online, but attendees still fill out full registration form when they get to the studio

Active vs. Inactive Students

- Currently, students are decided to be inactive if they haven't been to class in the last month or two
- System:
 - Manually set students as active/inactive
 - inactive after a certain duration of no attendance?

Flowchart and prototype discussion

- Flowchart
 - Merchandise sales are included in “Manage Payments”
 - Paul: *“Can I customize the payment categories?”*
 - “Manage Payments” functionality should at a minimum track tuition payments for regular programs/classes
 - **Primary concern:** map a tuition payment to a student in the database
 - Run a report on who has or has not paid tuition for the past month
 - Export data to spreadsheets
 - Looking for flexibility/customizability of income categories
 - Keep track of payment due dates (low priority)
 - Want to view student's payment status for current tuition
 - From Manage Payments and/or Manage Students?

- Tuition History from View Student
- Wireframes
 - How to track attendance for students while they are Inactive?
 - <1% of the time Paul will add students using Admin view
 - Check-in:
 - What is the simplest and most universal method?
 - Ideally, support users ages 3+
 - Would be willing to pursue non-tablet based application (hardware interface on PC, raspberry PI, etc.)
 - Still use tablet as backup

*Include ability to capture student photo, for admin to update student photo

*Deletion vs. Remove & Archive?

Q&A

- *When a student submits their registration form:*
 - *Do they immediately become a Student in the system? **Yes***
 - *Will Paul have to approve the pending student? **No***
- *What -- if any -- is the maximum number of emergency contacts for a student?*
- *What kinds of filters will you want to use when viewing attendance records?*
 - *Date range*
 - *Age*
 - *Class*
 - *Program*
 - *Name*
 - *Rank/belt*
 - *Active status*

Open Questions

- *What -- if any -- is the maximum number of emergency contacts for a student?*
- *What kinds of filters will you want to use when viewing attendance records?*
 - *Date range*
 - *Age*
 - *Class*
 - *Program*
 - *Name*
 - *Rank/belt*

- Active status