LMS Readiness Assessment MOM
https://linkeducare.com/

Meeting Agenda

# Introduction

Date: Planned for 14 September 2021

Attendees: Melhem El Khouri Nicolas (Advisor)

(Required) Shafaat Ali Syed (System developer/admin)

 Lara Sammak (Web Designer/Content Editor)

Attendees: Dr. Mohammad Alamuddin

(Optional) Dr. Mohammad Jizi

This meeting agenda is prepared to facilitate and organize planned meeting. Planned discussion items are as follows:

# Planned Discussion Items

1. System discussion overview with Mrs. Lara Sammak
2. Access rights
	1. View class list
	2. View online class schedule
	3. View posted material
	4. Upload documents in PDF, Word Document, PowerPoint format
	5. View his/her students records related to prior courses and their grades. ***(Yes. If the course is time based. We can Choose Either we want to keep user data or not. But if Choose delete we can’t retrieve that data.)***
	6. Add announcement to class students. ***(System send the notification but Announcements not available)***
	7. Initiate video call with his/her class. ***(Link will be added in Lesson/Topic and Students can join via this. Lesson upload can trigger notification to Class/Course Register Students)***
	8. Access and administer his/her class discussion blog. ***(Not Available)***
3. Required fields that are recommended to have in a student registration record;
4. First name
5. Middle or Father name
6. Last name
7. Date of birth
8. Gender
9. Nationality
10. Phone number
11. Emergency phone number
12. LinkEduCare email address
13. LinkEduCare ID
14. Affiliated university
15. Affiliated university ID
16. Program
17. Major/emphasis
18. Number of credits completed to date
19. Cumulative GPA
20. Emphasis GPA
21. Company placed at
22. Status (whether active student i.e. currenlty enrolled or / Non-active students)
23. Prior probations or suspensions
24. Disability (Yes/No field) this will help us arrange for final exams on campus.

***These can be added in Backend system Will be done byTommorrow.***

Required report that we can pull per students:

1. Courses completed and their associated grades
2. Courses in progress
3. Placements and their durations