

Senior Project Advisor Meeting Record and Management System

Chawanrat Mueanchob¹, Kamonpan Boonyai¹, Piyaporn Cherdungnoen¹,
Pennapa Arunratchakit¹, Wanchai Poldae¹, Wirote Sangtungong²,
Kanokporn Boonjibut³, Chitapong Wechtaisong^{*1}

^{*1}School of Telecommunication Engineering, Suranaree University of Technology, Thailand

²Department of Electrical and Computer Engineering, Suranaree University of Technology, Thailand

³Department of Industrial Management, Nakhon Ratchasima Rajabhat University, Thailand

Corresponding Author: chitpaong@g.sut.ac.th

Abstract

This research developed a digital application to streamline the process of recording and tracking meetings between students and their academic advisors. It addresses the challenges inherent in traditional manual record-keeping, such as disorganization, loss of information, and difficulty in tracking project progress. The application was constructed using AppSheet, a no-code development platform, enabling its creation without the need for conventional programming. This allows for accessibility across various devices, including smartphones, tablets, and computers, ensuring convenience for all users. The system's methodology involved initial data collection via Google Forms, where students submit details after each advisor meeting. This data populates a linked Google Sheet, which serves as the foundational database for the AppSheet application. The designed workflow automates key processes: it notifies administrators of new submissions, categorizes data by advisor and academic year, and facilitates a review process where advisors can provide feedback or request edits. A crucial feature is the automated email notification sent to students upon feedback submission, ensuring timely communication. The process culminates in a verification step, after which a formal PDF record is automatically generated. The final application features an intuitive interface that displays lists of advisors, their supervised projects, and detailed, verifiable meeting records. The results confirm that the system successfully meets its objectives, providing an organized, transparent, and efficient platform for managing advisor meetings. It enhances collaboration, reduces paper usage, and creates a reliable, accountable digital log for future reference, significantly improving the project guidance process for both students and faculty at the institution.

Keywords: No-Code Development Platform, Academic Advisor Meetings, Digital Meeting Log, Workflow Automation, Google Workspace Integration

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I. INTRODUCTION

The supervision process between students and their project advisors is a fundamental component of academic project development, providing essential guidance, feedback, and strategic direction throughout the project lifecycle. Traditionally, records of these critical interactions have been maintained through manual methods, such as paper-based logs or disjointed digital notes. These approaches often lead to significant challenges, including disorganized documentation, loss of vital information, inefficiencies in tracking project progress, and a lack of verifiable accountability. Such limitations can hinder effective communication, delay feedback cycles, and ultimately impact the quality of student projects.

In response to these challenges, this project introduces a digital solution titled the "Project Advisor Meeting Record via AppSheet." This initiative leverages the capabilities of AppSheet, a no-code development platform, to create an accessible, efficient, and systematic approach to recording and managing student-advisor meetings[1-2]. The application enables users to input, retrieve, and review meeting details seamlessly via smartphones, tablets, or computers, ensuring real-time accessibility and organization of data.

By automating processes such as data entry, notification alerts, and report generation, the system significantly reduces administrative burdens and enhances transparency between students and advisors. This paper outlines the design, development, and implementation of the application, highlighting its role in

promoting structured academic collaboration, supporting continuous project oversight, and facilitating a more integrated digital ecosystem within educational environments. The adoption of such technology not modernizes legacy systems but also aligns with broader efforts to incorporate digital innovation into academic practices.

II. OBJECTIVES

2.1 To design and develop a digital meeting record and tracking system using the no-code platform AppSheet, creating a functional application for students and advisors.

2.2 To enhance the efficiency and organization of advisor-student meetings by providing a centralized platform for recording, monitoring, and accessing meeting information, thereby reducing reliance on disorganized manual methods.

2.3 To facilitate improved communication and feedback by enabling advisors to provide written suggestions through the app and automating email notifications to students, ensuring timely and documented follow-up.

III. METHODOLOGY

The key features and functionalities of the Senior Project Advisor Meeting Record and Management system, built via AppSheet, are as follows:

3.1 SYSTEM ANALYSIS FOR PROJECT MANAGEMENT

This step involves studying and collecting data about students' meetings with project advisors via Google Forms [3]. The collected information will serve as the data source for developing the AppSheet application.

3.2 DESIGN AND DEVELOPMENT

The system is designed using AppSheet with data sourced from Google Sheets to support a project advisor meeting management platform [4]. The application facilitates students in scheduling and recording meetings with their capstone project advisors. Additionally, it enables advisors to provide written feedback to students, which can be used to further improve their projects. Once feedback is submitted, the system automatically notifies students via email, ensuring timely communication and continued project development.

The presentation of the research findings and project implementation results is as follows: The project successfully culminated in the development of a fully functional application, the "Senior Project Advisor Meeting Record via AppSheet." The system's architecture is built upon a seamless integration between Google Forms, which serves as the primary data collection tool for student submissions, and Google Sheets, which acts as the live database. This data is then dynamically processed and displayed within the custom-designed AppSheet interface.

The key research findings confirm that the application effectively addresses the initial problem of disorganized manual record-keeping. The implemented workflow automates the entire post-meeting process: a bot instantly notifies the administrator upon a new form submission, data is intelligently categorized by advisor name and academic year for easy retrieval, and a structured verification protocol ensures data accuracy. A significant feature is the capability for advisors to provide digital feedback, which triggers an automated email notification to the respective students, thereby closing the communication loop and ensuring timely guidance.

The project results are demonstrated through a series of implemented application views, including a home screen listing all department advisors, detailed screens categorizing projects by semester and year, and verified record sections. Ultimately, the findings indicate that the platform enhances transparency, accountability, and efficiency in the student-advisor collaboration process, successfully meeting all its stated objectives

3.2.1 Data Collection

Following each project advisor meeting, students are required to complete a digital form to formally document and confirm the occurrence of the meeting. The data collected through this process serves as the foundational dataset for the development and operation of the AppSheet application.

3.2.1 Design of Application Function

The corresponding functional block diagram, which outlines the system architecture and workflow, is presented in Figure 1. The operational workflow begins with a student completing a Google Form to document a meeting with their project advisor. This data is stored in a connected Google Sheet, which the AppSheet application automatically accesses. A key feature of the system is the instant notification sent to an administrator via a bot upon each new form submission. The application intelligently categorizes and displays all records by advisor name and academic year, facilitating streamlined oversight. The subsequent step involves the advisor reviewing the submission. Should the advisor have supplementary suggestions, they are added to the record, and an automated email is dispatched to the student notifying them of the feedback. The advisor also possesses the capability to make direct edits to the submission. The record then proceeds to a verification phase. Successful verification results in the automatic generation of a PDF document for archiving, marking the end of the process. If the entry fails verification, it is cycled back for further advisor input, ensuring the integrity and quality of the documented meeting before finalization.

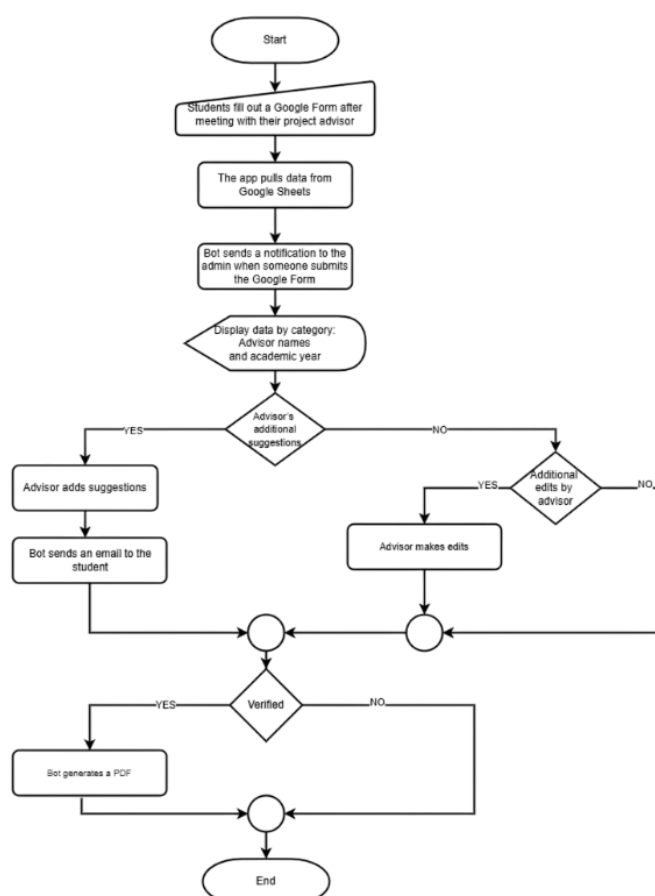


Figure 1. Flowchart illustrating the process of managing student input after meeting with their project advisor through a Google Form.

IV. RESULTS

The development and implementation of the application resulted in a user-friendly and efficient digital interface, which is comprehensively illustrated in the subsequent figures. The AppSheet platform was leveraged to create several key screens that organize and present meeting data with clarity and logical structure, ensuring both students and advisors can access necessary information with ease [5]. These interfaces form the core of the system's functionality, translating the collected data into an actionable and verifiable digital record. The following section details the specific components and organizational logic of the completed application interface.

The finalized AppSheet interface comprises several key components designed for intuitive navigation and efficient data management [6]. The initial view, or Start Page, presents users with a comprehensive

directory of all project advisors within the department. Upon selecting a specific advisor, the interface reveals a detailed section organized under the advisor's name. This subsection systematically categorizes information by academic term and year, providing a structured overview of the projects, student identities, and relevant academic details under the advisor's supervision.

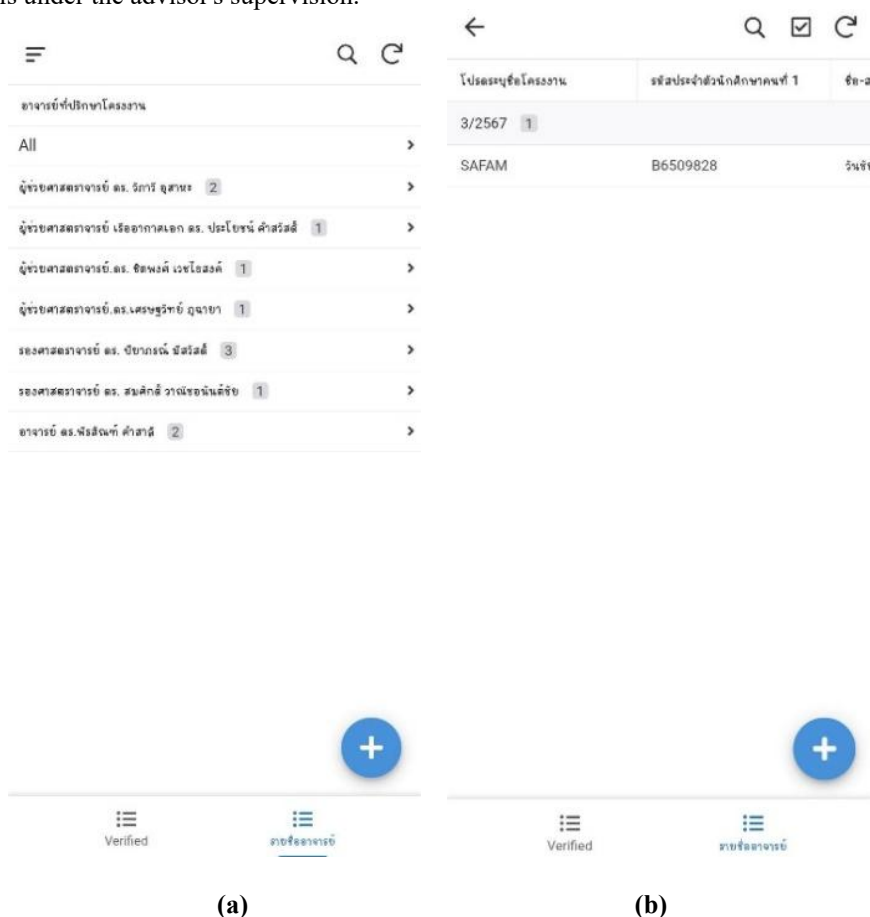


Figure. 2. The screen shows (a) list of project advisors along with the number of projects each one supervises (b) subject/Project overview for Semester 3/2024 in the academic system

Upon entering the AppSheet application, users are greeted by a home screen that displays a comprehensive directory of all project advisors within the telecommunications engineering department. This initial interface serves as the central navigation hub, allowing students and faculty to quickly locate and access information pertaining to specific advisors.

The application organizes information hierarchically for efficient data retrieval. Within each instructor's profile section, the content is systematically categorized by academic term and year. Under each term and year grouping, the interface clearly displays the project title, along with corresponding student identification numbers and full names, providing a complete overview of the advisor's supervisory responsibilities across different academic periods.

The detailed view under the advisor's name presents comprehensive information including the advisor's full title, meeting timing, academic semester, specific date of meeting, and project topic. Additionally, this section lists all participating team members' identification numbers and complete names. This form, completed by students following each advisory session, creates an official, verifiable record of the meeting proceedings and outcomes.

A separate form page interface displays documentation that has been reviewed and verified by the instructor. This section maintains categorized records by advisor names, enabling users to tap on individual names to access corresponding semester and academic year documents for thorough review and reference purposes.

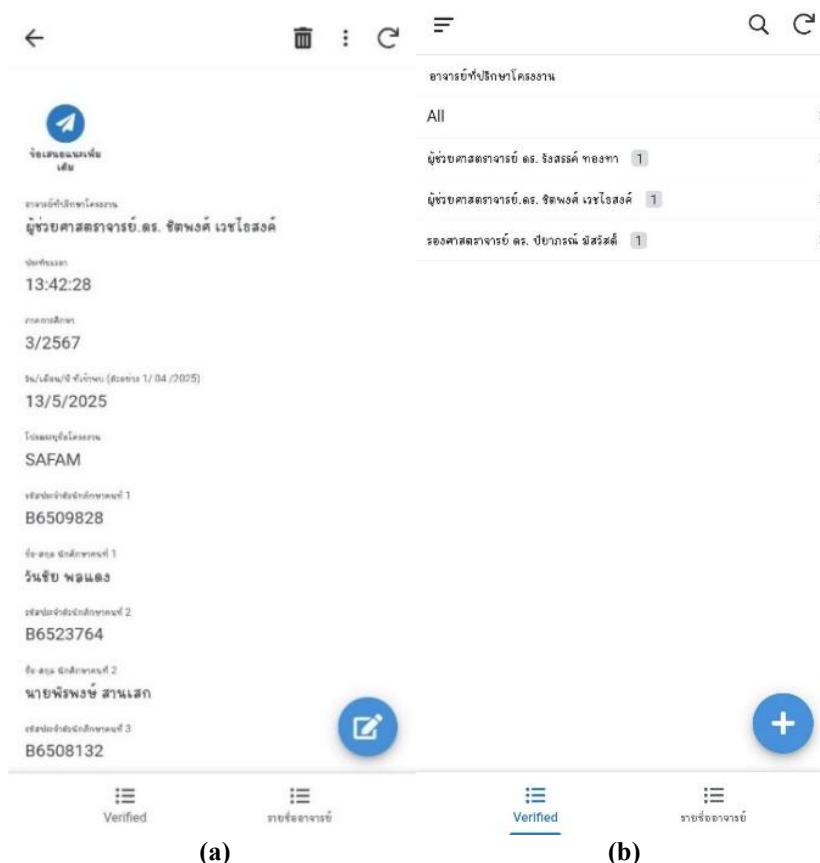


Figure 3. After clicking on a project name, it will display (a) project details (b) list of project advisors along with the number of projects maintained in the system that have already been inspected

This screen presents a comprehensive meeting record associated with a specific advisor. The displayed data encompasses the advisor's official title, meeting time and date, academic semester, and project topic. Furthermore, it catalogues the student identification numbers and full names of all team members participating in the project. This digital form is completed by students following each advisory meeting and functions as an authenticated, verifiable document for future reference and accountability.

The application features a dedicated "Verified" section where records are systematically organized by advisor names. The interface allows users to select any advisor's name to access all verified documents categorized by corresponding semester and academic year, thereby facilitating efficient auditing and review of historical meeting documentation.

Another functional area of the interface, designated as "Students under the advisor's project," provides a detailed roster of all learners currently supervised under each faculty member. This section works in conjunction with the "Approved Records" module, which archives all formally endorsed meeting documentation, creating a transparent and accessible repository of validated student-advisor interactions.

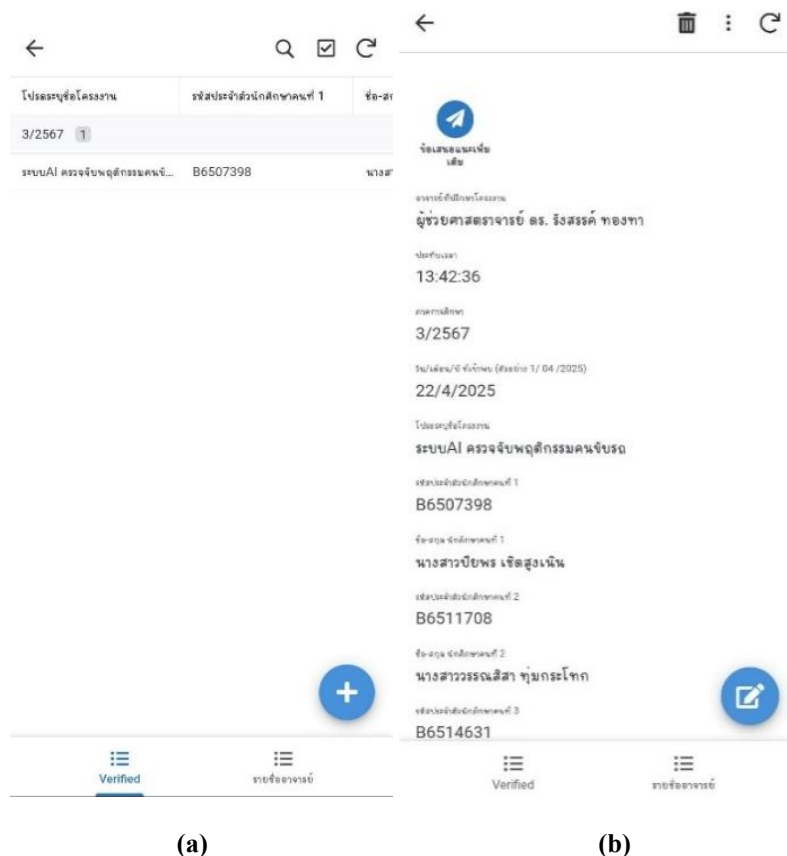


Figure 4. When a user clicks on a lecturer's name, the system will display (a) subject/project overview for Semester 3/2024 in the academic system (b) project details.

V. CONCLUSION

Based on the development and implementation of the Project Advisor Meeting Record application via AppSheet, it can be concluded that the project successfully fulfills its core objectives. The platform effectively digitizes and streamlines the process of recording, tracking, and managing student-advisor meetings, thereby eliminating the inefficiencies and inconsistencies inherent in manual, paper-based systems. The integration of Google Forms for data collection and AppSheet for dynamic interface creation resulted in a robust, accessible, and user-friendly system that enhances organizational transparency and accountability.

The application's automated workflows—including instant admin notifications, structured verification processes, and automated PDF generation—significantly improve operational efficiency and ensure the creation of reliable, verifiable meeting records. Furthermore, the system fosters improved communication between students and advisors through features enabling digital feedback and automated email notifications. This project not only demonstrates the practical applicability of no-code development platforms like AppSheet in solving real-world academic challenges but also provides a scalable model for enhancing project management and oversight within higher education environments. The success of this initiative underscores the value of leveraging accessible digital tools to improve administrative processes and academic collaboration.

Future enhancements to this application could focus on expanding its interoperability and analytical capabilities. Integration with institutional learning management systems (LMS) and calendar applications would streamline scheduling and data synchronization. The implementation of advanced features, such as data analytics dashboards for visualizing meeting trends, student progress tracking, and automated reporting, would provide valuable insights for both advisors and administrative bodies. Additionally, incorporating multilingual support and accessibility features would ensure broader usability across diverse user groups. Further development could also explore the use of artificial intelligence for summarizing meeting outcomes or generating actionable recommendations. Expanding the platform to support other types of academic interactions beyond project advising would further increase its utility and impact within educational institutions.

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