

## **Criterion A Initial consultation with client**

**Initial Consultation Date(s):** 17<sup>th</sup> March 2020,

**Client name:** Jeff Braithwaite

**Client Position:** Scoutmasters

**Date of consultation:** 29<sup>th</sup> March 2020, 30<sup>th</sup> March 2020

**Method of consultation:** WhatsApp Chat, Email Correspondence

Transcript:

**Me:** Good morning Annine. Recently I've received a project from our ITGS department where we have to find a person or an organization that is in need of an IT solution. Is it possible if I can create an IT solution for our troop, where we can (for example) upload photos, leave a message for recruitments, and have a schedule on it?

**Annedith Schneider:** One question I have concerns sustainability: can you design this as a website in such a way that once you graduate and head off to college, someone else will be able to keep it running and update it?

About what to include on the private page (accessible via user name and password):

- calendar
- links to basic documents (membership forms) and info (merit badge requirements, scout book
- duty rosters
- minutes of each meeting
- inventory (great idea!)
- links to info on merit badge requirements (no need to reproduce all that info since it's already available elsewhere)
- a page for new members

We also have a google drive where I started collecting merit badge guides, campground info, and info from different projects the troop has undertaken. Unfortunately, I've gotten locked out of the drive! And Google isn't recognizing my recovery address. I haven't had time to follow up on that, but we could eventually link to that drive, too.

**Me:** Regarding sustainability, as jeff suggested, I can create the website with Google Services so the second I am done with scouts, I should be able to hand over the ownership to another person with a Gmail account.

I will give you more information once I get started working on it, as there are still many steps to follow from our teacher before we can push out the actual product.

**Annedith Schneider:** Sounds good. Please keep us posted on your progress.

**Me:** Good afternoon Jeff, its Bogdan from scouts. I had a discussion with Annedith recently and she suggested that you have a problem that could be solved with an IT solution, some sort of system where we could have links to various documents and links needed for scouting, and pages to new interested recruits with information and a messaging board.

**Jeff Braithwaite:** Hi Bogdan. That sounds like a great idea. One concern I can think of is privacy. We likely would not want to have the information about people under 18 available to the public. Would there be a way you could design it so that it is protected with a password or so that only certain people could access the personal information? Or maybe it could be a public website with general information that could help with recruiting, but in order to view things like

schedules and names and photos of minors, a user would need to create a user name and password - and only approved people could have accounts? Is this possible?

**Me:** Yes the class I am taking is ITGS class where privacy is one of the key issues addressed. I can try to make it so that some parts of the website are accessible to the public while other parts aren't. I will have to see my options as I am creating it though, as it will be a long-term project so it won't be made that soon.

**Jeff Braithwaite:** Or, I know Google's Blogspot website allows users to create blogs and those blogs can be public or private. The creator of the blog can make it private and enters the email address of those who are able to access the information on the blog. That way, the troop can decide which email addresses are allowed to access the private blog. Then the users of those email addresses would have to create a Google account (if they don't already have one) and sign in to google in order to view the information on the private blog.

There could be a public blog with general information and a link to the private blog for people to sign in to view the information in the private blog.

Or if you learn another good way to protect the privacy of the Scouts, that's great, too!

**Me:** Great, whenever I'll start working on it I'll report to you what method I will use.

And what features would the scoutmasters like to see on the website? For now, I am proposing to have things such as recruitments, calendar on the public side of the website and maybe on the private side of the website we can store pictures, duty rosters, schedules, inventory (who's borrowed which books and when badges that need to be ordered), I would love to hear your opinion.

**Jeff Braithwaite:** That sounds like a good idea. The only thing I can think of is that the requirements may not be necessary to include because they are all already found on scoutbook.com, which is where Scouts and leaders keep track of requirements that have been completed. I suppose you could still include the requirements if you really wanted to, it just wouldn't be absolutely necessary.

**Me:** I meant information for new possible scouts - recruitment

**Jeff Braithwaite:** Oh. I understand.

computer MB and website

Inbox

A

A. Schneider

5:49 pm

to Jeff, me

Hello,

I hope you don't mind if I respond to the WhatsApp conversation via email. (Speaking of which, Bogdan, I think you wrote me about this some time ago and your message got lost in the shuffle, apologies!) So a website sounds like a good idea, as long as we can keep the public and private parts separate and guarantee the privacy of scouts. The public page can include exciting visuals and text (without giving specifics of meeting times or places) and a contact number, as well as, perhaps links to the larger scouting world.

One question I have concerns sustainability: can you design this website in such a way that once you graduate and head off to college, someone else will be able to keep it running and update it?

About what to include on the private page (accessible via user name and password):

- calendar
- links to basic documents (membership forms) and info (merit badge requirements, scoutbook, duty rosters, minutes of each meeting, inventory (great idea!))
- links to info on merit badge requirements (no need to reproduce all that info since it's already available elsewhere)
- a page for new members

We also have a google drive where I started collecting merit badge guides, campground info, and info from different projects the troop has undertaken. Unfortunately, I've gotten locked out of the drive! And google isn't recognizing my recovery address. I haven't had time to follow up on that, but we could eventually link to that drive, too.

I hope you and your families are well and happy at home.

Take care,

Aninne

Bogdan Itsam Dor...

8:12 pm

to A

Hello Annine

Regarding sustainability, as jeff suggested, I can create the website using Google (Google Sites or Blogs, or another service)so the second I am done with scouts, I should be able to hand over the ownership to another person with a Gmail account.

I will give you more information once I get started working on it, as there are still many steps to follow from our teacher before we can push out the actual product.

Sincerely,

Bogdan

A. Schneider

<schneider34@gmail.com>

于2020年3月30日周一 下午5:49写道:

Show quoted text

A

A. Schneider

9:28 pm

to me, Jeff

Sounds good. Please keep us posted on your progress.

Sent from my iPhone

Show quoted text

Will do, thanks!

Will do!

Will do, thanks.

Reply

Reply all

Forward

Jeff Braithwaite

YESTERDAY

Messages to this chat and calls are now secured with end-to-end encryption. Tap for more info.

Good afternoon Jeff, its Bogdan from scouts. Recently I've received a project from our IT department where we have to find a person or an organisation that is in need of an IT solution eg. a website. Is it possible if I can create a website for our troop, where we can (for example) upload photos, leave a message for recruitments and have schedules listed? This is an long term project so it wont be completed any time soon, so I won't be stealing the job form the webmaster yet.

3:03 pm

This will also help finish my Computers Badge.

3:12 pm

Hi Bogdan. That sounds like a great idea. I will talk to Aninne about it also, just to make sure she is ok with it. One concern I can think of is privacy. We likely would not want to have the information about people under 18 available to the public. Would there be a way you could design it so that it is protected with a password or so that only certain people could access the personal information? Or maybe it could be a public website with general information that could help with recruiting, but in order to view things like schedules and names and photos of minors, a user would need to create a user name and password - and only approved people could have accounts? Is that possible?

3:13 pm

Jeff Braithwaite

Hi Bogdan. That sounds like a great idea. I will talk to Aninne about it also, just to make sure she is ok with it. One c...

Yes the class I am taking is ITGS class where privacy is one of the key issues addressed. I can try to make it so that some parts of the website is accessible to the public while other parts aren't. I will have to see my options as I am creating it though, as it will be a long term project so it wont be made that soon.

3:17 pm

Or, I know Google's blogspot website allows users to create blogs and those blogs can be public or private. The creator of the blog can make it private and enters in the email address of those who are able to access the information on the blog. That way, the troop can decide which email addresses are allowed to access the private blog. Then the users of those email addresses would have to create a Google account (if they don't already have one) and sign in to google in order to view the information on the private blog.

3:18 pm

There could be a public blog with general information and a link to the private blog for people to sign in to view the information in the private blog.

3:19 pm

You

Yes the class I am taking is ITGS class where privacy is one of the key issues addressed. I can try to make it so that s...

Or if you learn another good way to protect the privacy of the Scouts, that's great, too!

3:19 pm

Great, whenever I'll start working on it I'll report to you what method I will youse.

7:04 pm

And what features would the scoutmasters like to see on the website? For now I am proposing to have things such as recruitments, calendar on the public side of the website and maybe on the private side of the website we can store pictures, duty rosters, schedules, inventory (who's borrowed which books and when, badges that need to be ordered), I would love to hear your opinion.

7:06 pm

TODAY

That sounds like a good idea. The only thing I can think of is that the requirements may not be necessary to include because they are all already found on scoutbook.com, which is where Scouts and leaders keep track of requirements that have been completed. I suppose you could still include the requirements if you really wanted to, it just wouldn't be absolutely necessary.

5:22 pm

You

And what features would the scoutmasters like to see on the website? For now I am proposing to have things s...

I meant information for new possible scouts - recruitment

5:24 pm

Oh, I understand.

5:28 pm

Type a message