

# Project Glossary

- **Application:** The graphical interface the user's will interact with to manage attendance tracking.
- **Users:** Accounts created on our app.
- **Trip Coordinators / Coordinators:** Users who are managing an event.
  - (Any user can be a trip coordinator, an attendee, or both)
- **Attendees:** Individuals invited to attend an event, attendees will be noted by their email address, attendees can create an account to become "Users" but are not required to.
- **Event:** A planned trip created by a user used to manage attendance and other details.
  - Must have Attendee limit (either a specific number or unlimited)
  - (Optional) Start / End date and time
  - (Optional) Location
- **Spot:** A position for an attendee to fill in an event.
  - I.e. If an event can accommodate 50 people, it has 50 spots. If 30 attendees are reserved for the event then there are 20 open spots
- **Tags:** Custom labels that can be set on attendees to help the trip coordinator manage them
  - Ex: Get a list of all users tagged "waitlist"
- **Attendees List:** A list that shows the names and contact information of all event attendees.
  - List can be made visible to other attendees or the public if the trip coordinator allows.
- **Tracking Method:** A method in which to keep track of an attendee's attendance.
  - Scannable QR Code
  - Email Instant Link
  - Manual control via the trip coordinator
- **Email:** The main form of communication between the Trip Coordinator and Attendees. This is used to confirm attendance, and to send notifications regarding trip details.
- **Waitlist:** An ordered list of attendees signed up for an event after it reached capacity.