

**Meeting Report No:** 1

**Meeting Place:** Discord

**Meeting Date:** 10/21/2023

**Meeting Hour:** 22:00 - 23:00

<b>Project Name</b>	Point of View
<b>Project Number</b>	2_5

	<b>Name &amp; Surname</b>	<b>Signature</b>
<b>Meeting Director</b>	Emir Nevas ELÇİ	sensitive information
<b>Meeting Reporter</b>	Aykan Berk AYVAZOĞLU	sensitive information
<b>Meeting Advisor</b>	sensitive information	sensitive information

	<b>Name &amp; Surname</b>	<b>Department</b>	<b>e-mail</b>
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## Agenda Points

- 1 Target audience for the project
- 2 Constraints about users (privacy, age, etc.)
- 3 Range of topics that this project will have for helping people
- 4 Observation and inspection of the certified moderation team
- 5 Training of the moderation team
- 6 Legal liability of the project
- 7 Risk consideration for potential malicious users
- 8 Ways to advertise and introduce the product
- 9 Monitoring and verification of the project by independent organizations
- 10 General risk assessment



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## Decisions

No	Which jobs to be done?	Who to do?	When to do?
1	Follow up with the advisor for further information on select topics, such as legal matters.	Moderator	22.10.2023
2	Carry out further research on monitoring, certification and various perspectives of the project.	Advisor	22.10.2023
3	Fill out requirement documents for discovered requirements.	Team	22.10.2023 - 15.11.2023
4	Prepare recordings and notes from the meeting for submission.	Reporter	22.10.2023 - 24.10.2023
5	Hold the next meeting.	Team	28.10.2023



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### Plans for the Next Meeting

-Our motto, 'Lost in Life', may be very broad for this project's scope, and poses a possible risk of scope creep. This definition should be tightened.

-To investigate issues based on the most probable causes, especially socioeconomic issues, and decide where to give the necessary importance.

-Requesting the opinions of authorized persons from the Ministry of Family and Social Services, which is currently carrying out similar projects, and sharing their experiences.

-To investigate how volunteers can be trained in order to be capable of handling the system's nature.

-To develop an approach on how to classify, categorize and properly restrict/disallow certain groups of topics.

-Researching organizations that can assist in the development and publication stages of the project.

-Investigating whether similar projects to our ongoing project have been implemented in other countries. Analysis of the risks they faced, what kind of contributions they made to society and what kind of feedback they received.

-Contacting knowledgeable units such as the ministry of family and labor social services, which are relevant departments regarding the state's perspective on social responsibility projects.



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**Meeting Photo (It was decided to remove the photo due to personal rights.)**

## Attachments

### Functional Requirements

- 1 Users must enter their personal information (name, age, gender, etc.) and username to create an account.

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- 2 Users should be able to create posts with message/attachment contents to the system.

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- 3 When a user wants to create a post,the system should provide a template according to the category. This template should contain a date element, a severity score out of 10, and a title/description field alongside category specific fields.

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- 4 The system should be able to store user information and moderator information (login, profile etc.) in a database system.

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- 5 The system should be able to display posts divided by category.

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- 6 The system must allow moderators to moderate posts (view, lock, delete) and users (mute, ban, warn).

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- 7 Volunteers should be able to mark down posts in order of "risk" (likeliness of a post to evolve into a possible incident).

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- 8 Moderators, volunteers and users with enough reputation should be able to lodge requests for professional intervention in the system.

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- 9 Moderators and volunteers should have a section on the system where they can upload certification and fill in personal skills.

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- 10 Users should be able to search the moderators by their name and see their information page.

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- 11 Users should be able to give scores (out of 10) to moderators and volunteers about their experience.

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- 12 The system must ensure each question is opened in the right category by classifying if required.

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## Non-functional Requirements

1 The system should support light and dark themes.

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2 The system should (initially) support Turkish and English languages.

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3 The administration/moderation team needs to be certified/trained correctly. The project should be able to address people towards this professional help when required.

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4 Posting to the forum should take less than 5 seconds, from pressing “Send” to redirection to the page of the created post.

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5 The system should conform to legal age restrictions. Users below the age of 18 should be required to provide parental consent or be unable to access sensitive topics altogether.

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