Functional Requirements Document: Club Coordinator Role for Peer Evaluation System

1. Introduction

This document outlines the functional requirements for the Club Coordinator role within the peer evaluation application. The system will enable coordinators to monitor member progress, identify strengths/weaknesses, and tailor evaluations to focus on areas needing improvement.

2. System Overview

The peer evaluation system allows:

- Members to complete self-evaluations
- Coordinators to view aggregated evaluation data
- AI-powered analysis of member performance
- Customizable evaluation focus based on identified needs

3. Functional Requirements

3.1 Evaluation Submission Flow

FR1.1: When a member completes a self-evaluation:

- System automatically stores the evaluation in the member's profile
- Coordinator dashboard is updated with new evaluation data
- Member receives a copy of their evaluation results

FR1.2: Evaluation results include:

- Quantitative scores (if applicable)
- Qualitative feedback
- AI-generated insights on strengths/weaknesses

3.2 Coordinator Dashboard

FR2.1: Coordinator dashboard shall display:

- List of all club members
- Completion status of evaluations (pending/completed)

- Overall performance trends over time
- Alert indicators for members needing attention

FR2.2: Dashboard shall provide filters for:

- Time periods (weekly, monthly, semester)
- Specific evaluation criteria
- Performance thresholds

3.3 Member Progress Tracking

FR3.1: System shall generate visual progress reports showing:

- Performance trends over time
- Comparison to group averages
- Strength/weakness radar charts

FR3.2: Progress indicators shall highlight:

- Consistent strengths (3+ evaluations showing same strength)
- Recurring weaknesses (3+ evaluations showing same weakness)
- Significant changes (improvement/decline) from previous evaluations

3.4 AI-Powered Analysis & Suggestions

FR4.1: For each member, system shall automatically:

- Identify top 3 consistent strengths
- Identify top 3 recurring improvement areas
- Flag any concerning trends (e.g., declining performance)

FR4.2: Coordinator can request AI to:

- Generate customized evaluation questions targeting specific weaknesses
- Suggest development resources for identified improvement areas
- Predict future performance based on current trends

FR4.3: AI suggestions shall be based on:

- Historical evaluation data
- Peer comparison benchmarks
- Common development paths for similar profiles

3.5 Evaluation Customization

FR5.1: Coordinators shall be able to:

- Adjust weightings of evaluation criteria for specific members
- Add custom questions to standard evaluations
- Create focused evaluations targeting specific skills

FR5.2: System shall allow saving evaluation templates for:

- Different roles within the club
- Specific development programs
- Special assessment periods

4. User Interface Requirements

4.1 Coordinator Dashboard

- Summary statistics widget
- Member list with sortable columns
- Visual trend graphs
- Quick-access action buttons for common tasks

4.2 Member Detail View

- Profile information
- Evaluation history timeline
- Strength/weakness visualization
- AI suggestion panel
- Action menu (send message, customize next evaluation, etc.)

5. Reporting Requirements

FR6.1: System shall generate:

- Individual member development reports
- Club-wide performance summaries
- Gap analysis between current and desired skill levels

FR6.2: Export capabilities for:

- PDF reports
- CSV data for further analysis
- Presentation-ready slides

6. Security Requirements

- Role-based access control for evaluation data
- Audit logging of coordinator actions
- Compliance with institutional data policies

7. Non-Functional Requirements

- Performance: Dashboard loads in <2 seconds with up to 100 members

- Availability: 99.5% uptime during evaluation periods
- Usability: Coordinator can complete main tasks with <5 clicks

Implementation Notes:

1. Consider using visualization libraries for the progress tracking
2. AI component should be trained on historical evaluation data
3. Mobile-responsive design for coordinator access on-the-go
4. Notification system for important changes in member status

This document provides the foundation for developing the Club Coordinator features in your peer evaluation application.