

### Stakeholders:

- **Authors** - the people who write and submit papers.
- **Reviewers** - also known as **PC Members**.
- **Chairs** - also known as **PC chairs** or **General chairs** of venues/conferences. They manage the review process for the papers in their track(s). For our purposes **General chairs** are treated as **PC chairs** who chair all tracks of a conference.

## Must have

### Bidding phase

1. **[General]** The bidding phase automatically starts when the submission deadline passes.
2. **Reviewers** can read the titles and abstracts of the submitted papers.
3. **Reviewers** can see all of the papers in their tracks
4. **Reviewers** should not see the author of a paper.
5. **Reviewers** can decide to review/not review/stay neutral towards a paper.
6. **[General]** The bidding phase must end after a certain deadline (default is a few days).

### Review assignment phase

7. **Chairs** can initiate an automated process that assigns papers based on the bidding information for papers in their track(s).
8. **Chairs** can view the current assignments of the reviews of papers in their track(s).
9. **[General]** Each submitted paper must be reviewed by three reviewers.
10. **Chairs** can finalize the assignments, so they are no longer editable. The finalization of the assignments by a **Chair** ends the **Review assignment phase** and initiates the **Review phase**.

### Review (paper) phase

*Note: The within the review phase of a track, each paper has three stages(phases): Review, Discussion, Reviewed/Final. Once the all of the papers in the track have reached the reviewed phase, the **track** automatically goes to the final phase.*

11. **Reviewers** can submit their review for each submission they are assigned to. Each review has:
  - a. Confidence score: (1) expert, (2) knowledgeable, (3) basic.
  - b. Comments for the author
  - c. Confidential comment for the reviewers. Not to be seen by the authors!
  - d. Recommendation score: strong reject, weak reject, weak accept, strong accept.
12. **Reviewers** can resubmit their reviews as long as the **Review phase** of the track is still ongoing.
13. **Authors** should never be shown the confidential comments, review changes, and discussion comments under any circumstance.
14. **[General]** Once all reviews for a paper are submitted, the **Review phase for this paper** automatically ends, and the **Discussion phase for the paper** begins.

### Discussion (paper) phase

15. **Reviewers** can read the reviews of other reviewers if they are assigned to the same paper.
16. **Chairs** can read the reviews of the papers in their track(s).
17. **Reviewers** can edit **their own** reviews, by submitting them again.
18. Once a **Chair** has approved the reviews for a paper, the **Discussion phase for this paper** ends and the **Final phase** begins.
19. **Chairs** can approve (finalize) the reviews for a paper in their track(s) and only if the reviews for the paper are all positive or all negative.

#### Final (paper) phase

20. **[General]** If all scores for a paper are positive, the paper is accepted. If all scores are negative, the paper is rejected.
21. **Chairs** and **Reviewers** can see the finalized reviews for the appropriate papers.
22. **Authors** can check if their paper was accepted.

#### Misc.

23. We verify that the users are properly authenticated and have the correct privileges for what they are trying to do.
- 

## Should have

#### Review assignment phase

1. **Reviewers** cannot be assigned papers, for review, if conflicts of interest (COIs) have been indicated.
2. **Chairs** can manually assign papers in their track(s) to each reviewer based on the bidding information.
3. **Chairs** can edit any of the assignments before the finalization.
4. **Chairs** can delete any of the assignments before the finalization.

#### Review (paper) phase

5. **Reviewers** can read the papers that they are assigned to (everything besides the author name).

#### Discussion (paper) phase

6. **Reviewers** can write discussion comments (not revealed to the authors) on **each other's** reviews (those comments have the same visibility as the reviews).

#### Final (track) phase

7. **Authors** can read the reviews for their papers (except the confidential comments).
-

## Could have

### Bidding phase

1. Before the bidding has started, **Chairs** can decide on the deadline for the bidding phase for their track(s), i.e., the deadline for bidding for reviews after the submission of papers.
2. **Chairs** can read the titles and abstracts of the submitted papers, but not the authors of the papers.

### Review assignment phase

3. **Reviewers** should be assigned to similar amounts of papers (by the automatic assignment).

### Review (paper) phase

4. **Chairs** can view analytics for their track(s): the number of papers that will be accepted, rejected, and papers with no final verdict.
5. **Chairs** can read the papers that are a part of their track(s).

### Discussion (paper) phase

6. **Chairs** can also make confidential comments on the reviews.

### Final (Reviewed paper) phase

7. **Reviewers** can check the final decision of the papers they were assigned to.
8. **Chairs** can view the finalized reviews of all papers in their track(s).

---

## Won't have

1. **[General]** We will not have a GUI.
2. **[General]** Assignment to papers will not be optimized. I.e., simple randomization will be used without much consideration.