­­Triibe

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**INFORMATION TECHNOLOGY**

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Abstract

In recent years, there has been a significant increase in the number of social networking sites (SNSs), which some have referred to as an emerging phenomenon. Aside from SNSs' primary role of communication, the applications embedded inside them are extremely popular and help to assist in attracting new users.

Triibe is a website with a modern approach to social networking. The project's primary purpose is to generate and reflect social interactions between people through a web-based online service, platform, or site. The project comprises network services that will provide a unique blend of outstanding features for many social networking websites, as well as functionality not seen on other websites. Each procedure is divided into separate modules. All software-related data is stored in a single, centralized database, and each module is linked to the next.

Users will be able to log in once the system has been implemented. They will have access to a variety of features, including sending messages, creating posts, sharing files, and many others.

Finally, we believe that a network of websites that consumers visit regularly could provide the functionality of an Internet-connected environment.

Acknowledgment

Table of Contents

Permission to Use i

Abstract ii

Acknowledgment iii

Table of Contents iv

List of Tables vi

List of Figures vii

List of Appendices viii

Glossary of Terms ix

List of Abbreviations x

CHAPTER 1 Introduction 1

1.1 Project Background 2

1.2 Problem Statement 2

1.3 Project Objectives 2

1.4 Project Significance 2

1.5 Project Gantt Chart 3

CHAPTER 2 LITERATURE REVIEW 4

2.1 Definitions 4

2.1.1 First Paragraph Following a Heading (Heading 3) 4

2.1.1.1 Heading 4 4

2.1.1.1.1 Heading 5 4

2.2 Tables 5

2.3 Figures 6

CHAPTER 3 Methodology 7

3.1 Construct Framework 8

3.2 Develop System Architecture 8

3.3 Analyze and Design the System 8

3.4 Build the Prototype System 8

3.5 Observe and Evaluate the System 9

CHAPTER 4 ANALYSIS AND DESIGN 10

4.1 Analysis 10

4.1.1 Requirements Determination 10

4.1.2 System's Requirements 10

4.2 Design 11

4.2.1 Logical Design 11

4.2.1.1 Use Case Diagram 11

4.2.1.2 Sequence Diagrams 11

4.2.1.3 Data Flow Diagram 11

4.2.1.4 Entity Relationship Diagram 11

4.2.2 Physical Design 12

CHAPTER 5 findingS 13

5.1 Introduction 13

5.2 Project Interfaces and their Description 13

CHAPTER 6 OBSERVE AND EVALUATE 14

CHAPTER 7 CONCLUSION 15

7.1 Conclusion 15

7.2 Limitations 15

7.3 Future Works 15

references 16

List of Tables

Table x.x: Mean and SD for ….. 1

<The List of Tables is self-generated. As you add more tables, right-click on the list of tables and choose “Update Field” to update the information in the List of Tables. Then, choose the option “Update entire table” to update the changes made in your thesis>

List of Figures

Figure x.x: Regions that Exhibit Highest Population Growth 1

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List of Appendices

Appendix A Sample Appendix 1

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Glossary of Terms

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# Introduction

In the twenty-first century, individuals communicate through social networking. Individuals are divided into specific groups through social networking, such as small communities or local subdivisions. Social networking may also occur in person, especially at work, at colleges, and in high schools, but it is most commonly online. This is because, unlike most high schools, universities, and workplaces, the internet is home to millions of individuals looking to meet new people.

The mapping and measurement of interactions and flows between individuals, groups, organizations, computers, URLs, and other related information and knowledge entities constitutes a social network. People and groups form the network's nodes, while the links represent interactions or flows between them. The social network analyzes human interactions in both a visual and quantitative way.

The social networking website project is a large undertaking that includes features such as profile updating, friend list organizing, and a variety of additional applications to improve the website's overall appearance and feel. However, we are focusing on three key aspects or modules in this project: group and community pages, and profile management.

The group's module allows individuals to create and join groups of like-minded people and hobbies, as well as identify which members share mutual interests that might benefit one another.

The purpose of community pages is to bring people together around a common interest. It allows people to learn about a topic and share their opinions and ideas about it.

The profile management module keeps track of a user's information, such as name, likes, dislikes, interests, status, etc.

On social networking sites, profiles and friend lists are two important elements. The final feature is public commentary. Individuals can leave comments on their friends' profiles using this function. These remarks are publicly published and available to everyone with access to that profile.

## Project Background

Social networking sites (SNSs) like Facebook, WhatsApp, and Instagram have drawn millions of users since their launches, with many of them incorporating them into their daily routines. Approximately 2 billion active users are currently browsing these websites daily.

Students now do not have time to share with their classmates. As a result, universities require a method for effectively distributing messages and connecting with others. People, on the other hand, want everyone to know about them and want to expand their network.

There are several techniques to gain recognition, but they all require a large sum of money to be effective. On the other hand, social networking is one of the most cost-effective strategies to get recognition. If we consider several scenarios in which individuals demand something that is not given by that application, they must rely on other resources, whether they are urgently necessary. As a result, gathering such resources and putting them to their intended use takes a substantial amount of time under that scenario.

The website will assign a bridge among students to link the student with the entire institution and provide a variety of features to assist him in becoming more productive and successful.

## Problem Statement

People face many issues in their personal and professional lives if social networking services are not available. As we all know, social networking was created to facilitate social communication.

Although recent technology advancements have lowered barriers between individuals, social life among students inside their colleges may be chaotic and confusing.

A study by researchers at the University of Minnesota "found that of the students observed, 94 percent used the Internet, 82 percent went online at home, and 77 percent had a profile on a social networking site." (Staff, 2008).

According to a survey that was conducted by the Whitmore School of Business and Economics and by the University of New Hampshire, they interviewed 1,127 college students. Among these students, 96% use Facebook, 8.4 out of 10 use YouTube, 20% use blogs, 1.4 out of 10 use Twitter, 12% use "Myspace" and 1 out of 10 use LinkedIn. Also, 81% of college students use social sites (oclc.org). These statistics seem to show that many college students often use social networks or social media, but the number of these websites is high enough to make the usage of these websites unorganized and unmanaged, which will leave some students unable to connect with their colleagues and teachers. (Egot, 2017).

Another challenge we face without social networking platforms is a lack of knowledge exchange. If we don't have access to the medium, it's difficult to come up with an idea or express it to others. If we consider ourselves without the social networking site, we can probably think of a few more examples. As a result, it has a significant presence in people's lives.

## Project Objectives

This project's major goal is to create a centralized application that will assist students in promoting themselves inside the university. And the system not only allows for promotion but also allows for the sharing of information and the transfer of data.

A list of the main project objectives:

* Texting with students or teachers.
* Connecting with other students by video call.
* Reach the audience easier and faster with groups.
* Sharing files or pictures or videos with others.
* Sharing your location with other members.
* Reach learning resources easier.
* Get some housing and transportation and study locations guidance.
* Entertainment and having fun.

## Project Significance

Social network sites sometimes give advantages to students inside their universities or among certain institutions outside of colleges, by sharing information and files among the university students, these activities are also considered by teachers who wish to support the college's professional community. and considered by the university president where he can encourage the use of these types of platforms.

With "Triibe," students, teachers, and employees can easily communicate with each other as well as share files, pictures, and videos inside the platform. "Triibe" solves the problem where students must use different social networking sites to communicate and achieve what they were doing, which makes it more efficient and effective for the students. "Triibe" can also help teachers by spreading the word to the students using groups inside the platform.

Students and instructors can also remain in touch with former friends and colleagues by using Triibe.

## Table Description automatically generatedProject Gantt Chart

Figure 1.1: Project Gantt Chart (Tasks)

Figure 1.2: Project Gantt Chart (Chart)

Table

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# LITERATURE REVIEW

## Definitions

**Social networks** are virtual environments that allow users to communicate with one another through the Internet in a variety of ways, including sending messages (text, voice messages, photos, or videos) and holding live interactive discussions in a variety of ways (written, audio-visual, or audio and video meetings and conferences). The lectures can also be streamed live from different parts of the world, and there are more than 500 social networking sites on the internet. Social networking platforms, like many other things, have advantages and disadvantages.

**Social media** is a group of Internet-based applications that builds on the ideological and technological foundations of Web 2.0, and that allows the creation and exchange of user-generated content. (Kaplan & Haenlein, 2010)

## Advantages of social network

* Get job opportunities and marketing for professional jobs.
* Establish and maintain social connections.
* Permanent contact with the world and expanding the circle of social relations
* Opening new and great horizons for pioneering ideas i.e. e-marketing.
* Keep up with the news across the world.
* There is no charge for using social media networks.
* People may discuss ideas, publish news, ask questions, and exchange links on social media platforms.

## Disadvantage of social network

* The impact on family relationships.
* An increase in the number of hours spent on social media by an individual may conflict with his or her professional responsibilities.
* Social isolation and the illusion of virtual communication.
* Risks of fraud or identity theft.
* Addiction.
* Malware additions are possible.
* Concerns about private details.

## Social networks in learning environments

Social networks introduce new ways of learning, giving students choice, providing transferrable skills, assisting peer-to-peer learning, enhancing reflective learning, creating a digital identity, and encouraging social interaction are some of the educational aims of adopting SNS. Retention, sociability, collaborative learning, student engagement, sense of control and ownership, problem-solving and sense of success, visibility of created artifacts, and multimedia integration are just a few of the benefits of bringing innovation and excitement into the classroom. students' positive opinions of the educator engaging in SNS activities, as well as overcoming isolation and regional inequalities, were all highlighted.

These technologies are well suited to providing a learner-centered orientation and enabling both formal and informal learning interactions, which are considered critical to modern learning's community and collaborative meaning-making.

### Facebook

According to 2012 research, Facebook is the top-visited and most used website. Where users can create profiles with photos, lists of personal interests, contact information, and other personal information. Users can communicate with friends and other users through private or public messages and a chat feature. They can also create and join interest groups. (Jess, 2012)

Functionality:

* Making requests to friends
* Message a person privately
* Options for liking and commenting
* Alerts and a newsfeed
* The sharing of photographs
* Current Status

Limitations:

* It is not possible to modify the website's skin.
* Spamming.

### Twitter

Twitter is a global information network that keeps you up to date on the latest articles, ideas, points of view, and news on the topics that matter to you. Simply look for the accounts that interest you and join in on the discussions.

Functionality:

* Writing tweets and sharing them with others.
* Retweet feature.
* Following people.
* Scheduled Tweets.

Limitations:

* Posting limits.
* Spamming.
* Offensive Content.

### Instagram

Instagram is a social media app that lets users share photos and videos. Users can also like and comment on other users' posts, send private messages, search for relevant content, and more. Instagram includes a range of filters and editing tools that users can apply to their photos.

Functionality:

* Start a live video and invite others to watch it.
* Start a live video and share it with others.
* Set your profile to private so that only your friends can see and comment on your posts.

Limitations:

* Spamming.

## Tables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Functionalities | Facebook | Twitter | Instagram | Triibe |
| 1. Profile Editor | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 2. Custom Skins | Checkmark with solid fill | Checkmark with solid fill |  | Checkmark with solid fill |
| 3. Photos | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 4. Post Comments | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 5. Friends | Checkmark with solid fill |  | Checkmark with solid fill | Checkmark with solid fill |
| 6. Video | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 7. Weather |  |  |  | Checkmark with solid fill |
| 8. Privacy Settings | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 9. Black Users | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 10. Report Spam | Checkmark with solid fill |  | Checkmark with solid fill | Checkmark with solid fill |
| 11. Report Abuse | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 12. Chat Rooms | Checkmark with solid fill |  |  | Checkmark with solid fill |
| 13. Instant Messaging | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| 14. Groups | Checkmark with solid fill |  |  | Checkmark with solid fill |
| 15. Events | Checkmark with solid fill |  |  | Checkmark with solid fill |
| 16. Ad-Free |  | Checkmark with solid fill |  | Checkmark with solid fill |
| 17. Guides |  |  |  | Checkmark with solid fill |

Table 2.1: Comparison between different social media platforms

## Figures

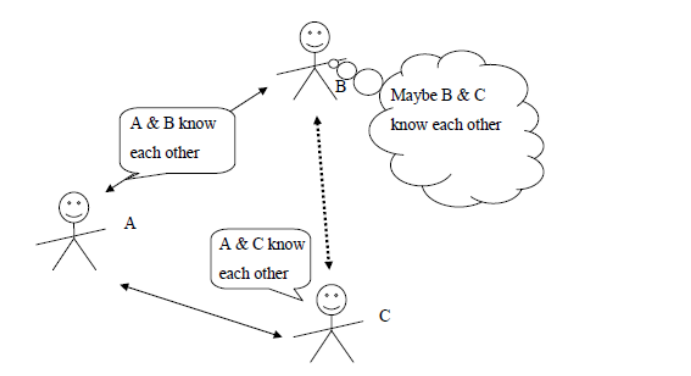


Figure 2.1: Identification on the internet and through social media

# Methodology

The waterfall approach often referred to as the waterfall methodology, is a consecutive development process that flows like a waterfall through all phases of a project, such as analysis, designing, implementation, and validation, with each step completed before moving on to the next.

The waterfall process is supposed to follow the phrase "measure twice, cut once." The waterfall method's success is determined by the quantity and quality of work done on the front end, which includes documenting everything ahead of time, including the user interface, user stories, and all feature changes and outcomes. Because the bulk of the research is done ahead of time, estimations of the time required for each need are more accurate, and the release date may be more predictable. If parameters change along the way, it's more difficult to change direction with a waterfall project than it is with Agile methodology. (Dutta, 2021)

## The Software Development Life Cycle (Waterfall)

Figure 3.1 illustrates the five phases of the waterfall software development life cycle: requirements, design, implementation, verification or testing, deployment, and maintenance.

Chart

Description automatically generated*Figure 3.1: The waterfall methodology phases*

### Requirements

The waterfall technique assumes that all project requirements can be obtained and understood ahead of time. The project manager makes every effort to fully comprehend the customer's expectations. Documented requirements are used to describe each phase of the project, including expenses, assumptions, threats, roles and responsibilities, performance measures, and completion timelines, and are usually contained in a written document.

### Design

Development teams use scenarios, designs, and analysis tools to create a technological solution to the constraints outlined in the product requirements. First, a higher-level or logical design is established, which specifies the project's objectives and scope, as well as the overall flow of traffic for each element and their interconnection points. After that, it's turned into a physical design with the help of certain hardware and software technologies.

### Implementation

At this level, software developers code programs based on project needs and specifications. They may need to return to the design phase for further consideration if major adjustments are necessary.

### Verification and testing

Testing is required before a product can be delivered to clients to verify that there are no faults or missing functionalities. The project manager's design papers and user case scenarios will be used by the testing team.

### Deployment and maintenance

The maintenance phase begins after the program has been distributed to the market or consumers. As flaws are discovered and client requests for changes are received, a team will be formed to handle maintenance and the delivery of new versions of the program.

## Advantages of the Waterfall methodology

The waterfall technique is a well-defined, uncomplicated project management methodology with a past record. Because the requirements are clearly written out from the start, each contributor knows exactly what needs to be implemented and when it needs to be done, allowing them to properly organize their time throughout the project lifecycle.

The waterfall methodology also has the following advantages:

* During the analysis and design phases, designers can detect design flaws, allowing them to avoid creating flawed code during the implementation phase.
* Once the requirements are determined, the overall cost of the project, as well as the timeline, can be easily calculated.
* Evaluating progress in terms of clearly defined goals is simpler with an organized approach.
* Programmers who join an ongoing project will have no trouble getting up and running because the requirements document should contain all they need to know.
* Clients may not need to add new demands to the project, which causes production delays.

## Disadvantages of the Waterfall methodology

Strengths in one area may indicate shortcomings in another, as in any growth process. Because of the waterfall methodology's focus on upfront project planning and dedication to a certain specified milestone, it is less adaptable and maneuverable later in the project. Changes made later in the process might take a long time, be difficult, and be costly.

The following are some reasons why the Waterfall methodology could not work:

* With this approach, projects might take longer to complete than with an iterative strategy such as the Agile method.
* Clients always add new objectives to projects, which causes delays in production.
* Clients sometimes don’t include all the requirements in the design and implementation stages.
* When one part of a process is delayed, it causes all of the others to be delayed as well.

# ANALYSIS AND DESIGN

The approach of the project that was implemented for this project was thoroughly detailed in the previous chapter. Requirements, design, implementation, verification and testing, deployment, and maintenance are the five steps of the process. These phases will be addressed in further depth in this chapter.

## Analysis

The analysis phase defines the results of research and development results and concludes the definition of requirements specification and requirements determination of the project.

**Our project will be analyzed from a different point of views:**

### Triibe from the technical point of view

Triibe is a website that allows the interchange of knowledge, opinions, and knowledge inside universities through virtual communities and networks. Users may connect to the network to make and publish messages, as well as read what other students have posted.

### Triibe from a risky point of view

On our website, when the user tries to write a post, they might enter some inappropriate content that can be unsuitable and harmful for the university in general, as well as spam some meaningless content into the community.

To solve this problem, we will implement some security measures such as limiting the student to one account so they can’t make fake accounts and limiting the student to write a fixed number of posts daily, as well as we will add a list of unsuitable content that will be excluded from the user post automatically.

### Triibe from an economical point of view

Before social media, you had to pay to get information about your company out there. There are substantially fewer barriers to contacting consumers now because everyone and every corporation is their own media brand.

Students may use Triibe to share their thoughts with the community for free.

### Triibe from a SWOT point of view

"A SWOT analysis (alternatively SWOT matrix) is a structured planning method used to evaluate the strengths, weaknesses, opportunities, and threats involved in a project or a business venture

* Strengths: characteristics of the business or project that give it an advantage over others.
* Weaknesses: characteristics that place the business or project at a disadvantage relative to others.
* Opportunities: elements that the project could exploit to its advantage.
* Threats: elements in the environment that could cause trouble for the business or project"



*Figure 4.1: the SWOT analysis’s main components.*

**Strength:**

* There are so few websites focused on the communication between students within the university campus.
* Allows integration with many other websites that help the student.
* The usability is wonderful.
* Recognizes and anticipates the needs and desires of users.

**Weakness:**

* Some functionality, such as video chats and group conversations, is missing.
* Information about users is not well protected.
* A poor image is created by beliefs regarding consumers' privacy.

**Opportunities:**

* The number of people using smart devices to access social media is growing.
* Expansion to other types of learning platforms, such as for schools and colleges.

**Threats:**

* Privacy issues like identity theft.
* Social media websites that aren’t limited to a specific facility, such as Facebook and Instagram.
* Some users refuse to use social media platforms and prefer to live an anti-social lifestyle.
* Some users don’t have smart devices to access the platform.

### Triibe from a Managerial point of view

With triibe, the university supervisors can manage the community, by having the access to edit and remove any unwanted content within the website.

As well, teachers can bring their students into groups that can help them communicate more effectively and efficiently.

### Triibe from the programming point of view

#### PHP

Our project will be implemented by using the PHP programming language for the following reasons:

* **More Control for Web Developers:** PHP, in comparison to other programming languages, gives the website developer more power. Long, intricate scripts slow down websites, but this isn't the case with PHP. Only a few lines of code are required. Furthermore, because PHP supports tags, website developers may add and/or combine HTML tags to create incredibly dynamic content.
* **Efficient Operations:** PHP has the potential to be an efficient language, depending on how a web developer programs. When used for developing code, it is scalable, and it can also be utilized to create a huge number of applications. When a website contains several web pages, it is the programming language of choice.
* **Compatibility and easy integration:** The great majority of operating systems are backwards compatible with PHP. It runs on a variety of operating systems, including UNIX, Solaris, and Linux. Existing software does not need to be redeveloped because it can easily connect with other technologies like Java. This helps you save both time and money.
* **Extremely adaptable:** PHP is extremely adaptable, whether it's in the middle of a project or after it's over. Because functionality might change at any point over the course of a project, a scripting language's flexibility is critical. The nicest thing about PHP is that it allows you to make modifications even after you've started working on the project, which saves you time.

It is not necessary for a developer to build new codes or command functions because current codes and functions may be modified and used.

* **Simple and straightforward:** PHP is regarded as one of the most user-friendly scripting languages. In comparison to other web languages, PHP does not require extensive or manual learning. The PHP syntax is well-organized and logical. Even command functions are simple to comprehend because they inform the developer of the function that they perform. As a result, creating and optimizing an application is a breeze for web developers.

#### Database (MySQL)

Triibe uses MySQL for its database.

MySQL is a relational database management system that can handle massive amounts of information.

**Why do we use MySQL for triibe?**

Our website's MySQL database server provides enormous scalability, allowing our website to handle large amounts of data that must be stored as well as provide us with the reliability and strength to consider our project the main platform for social media within universities.

### Requirements Determination

**What are requirements?**

From a high-level abstract definition of a service or a system constraint to a thorough mathematical functional specification, it can be anything. This is unavoidable because requirements may have two purposes. It may serve as the foundation for a contract bid, so it must be interpretable. As a result, the contract's foundation (if applicable) must be described in full. Both assertions might be referred to as prerequisites.

#### functional requirements

A functional requirement is a definition of behavior between inputs and outputs that are used in software engineering and systems engineering to specify a function of a system or its component.

**Functional requirements of triibe:**

* **Search:** the ability to search for users and groups within the website.
* **Personal account:** the student can log in with a username and a password to control his/her personal account and interact with the pages, groups, and friends that he views.
* **Profile:** the user will be able to see all his profiles information from the different networks on one page divided by tabs.
* **Publishing:**
  + Add your own content.
  + Edit and remove your content
  + Comment, share, and add likes
* **Sharing stories:** A story can be added by the student to his/her account to be seen by the student’s colleagues.
* **Groups and pages:** Allow students to communicate directly with one another and manage pages.
* **Market:** Allow students to sell their products in the community for a profit.

#### Non-functional requirements:

In systems engineering and requirements design, a non-functional requirement is a set of conditions that may be used to evaluate a system's performance rather than specific behaviors. Functional requirements, on the other hand, are detailed descriptions of specific actions or activities. A plan for meeting functional requirements is included in the system design. Because non-functional requirements are usually structurally important, a strategy for meeting them is specified in the system design.

**Non-functional requirements of triibe:**

* **Safety & Security:** The passwords of the users of the website will be encrypted and saved on a decentralized database.
* **Portability:** The system should operate on any OS that has an internet browser and an internet connection.
* **Performance:** The system should operate on low-end computers easily.
* **Maintainability:** The system should be maintained with ease.

### System's Requirements

Our project requires the following:

* Our project requires an internet browser to access the website.
* Our project must be able to work in different environments of operating systems.
* The user must be able to come out of the website at any time he wants.
* Our project requires a stable internet connection.

## Design

Technically, creating a project system follows two fundamental processes: logical and physical design.

### Logical Design

The logical design phase describes all of the functional elements that were chosen for the platform's development without regard to the operating system. This step ensures that the produced system can perform as it should, assuming that it can be implemented on any hardware or system software.

#### Use Case Diagram

**Use case scenario**: User opens the create a new account page where he can enter his information to make an account within the website after that he will have to log in to the website by entering his information inside the log-in page, then he will be able to access several functionalities that the website offers.

Diagram

Description automatically generated

*Figure 4.2: Triibe user use case*

**Triibe Actor list:**

* Student: will use most of the functionalities of the website

**Triibe use case list:**

* Registration: The student will input the required information needed to join the website.
* Login: The student will input the required information needed to access the website.
* Search: The student will type a student name or a group name or a page name to access them and join them.
* Add Friends: The student will add a friend to see their posts in your feed.
* Accept / Reject Requests: The student can accept or reject a friend request that has been sent to them.
* Share Posts: The student can share a post with other students or groups or pages.
* Send Messages: The student can send a message to other students to communicate.
* Change Password: The student can change the password of their profile.
* Share Stories: The student can share stories that they have made with their friends.

*Table 4.1: description of each use case*

|  |  |  |  |
| --- | --- | --- | --- |
| Use case name | Actors | Preconditions | Description |
| Registration | Student | Be a university member | The student will enter his info in the appropriate place on the registration page |
| Login | Student | Have an account registered | The student will enter his info in the appropriate place on the login page |
| Search | Student | Be logged in to the home page | The student will search for friends in the search within the home page |
| Add Friends | Student | Have an account registered | The student will add a friend to his friend list within his friend account page |
| Accept / Reject Requests | Student | Have an account registered | The student can accept or reject a friend request that has been sent to them |
| Share Posts | Student | Have an account registered | The student can share posts with their friends on the home page |
| Send Messages | Student | Have an account registered | The student can send a message to other students within the chat tab |
| Change Password | Student | Have an account registered | The student can change the password of their profile within the login page |
| Share Stories | Student | Have an account registered | The student can share stories on the home page |

#### Admin use case diagram

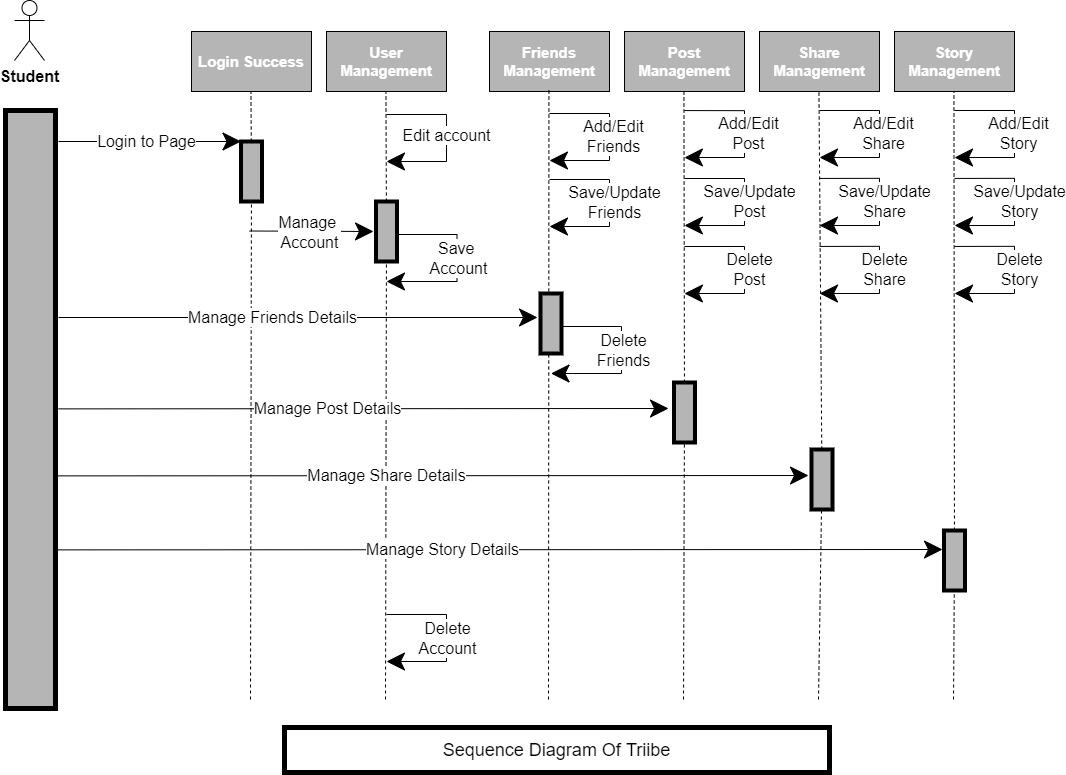
**Diagram

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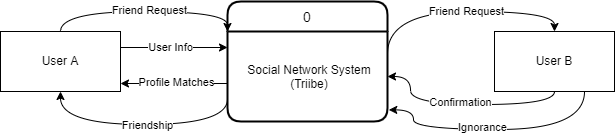
Figure 4.3: *Triibe admin use case diagram*

#### Sequence Diagram

**Sequence diagram scenario**: User opens the create a new account page where he can enter his information to make an account within the website after that he will have to log in to the website by entering his information inside the log-in page, then he will be able to access several functionalities that the website offers.

*Figure 4.4: Triibe user sequence diagram*

#### Context diagram



*Figure 4.5: Triibe context diagram for adding a friend*

#### Level 0 data Flow Diagram

Shape

Description automatically generated

Figure 4.6: *Symbols used in Dataflow Diagrams*

Graphical user interface, application

Description automatically generated

*Figure 4.7: Triibe level 0 data flow diagram*

Diagram

Description automatically generated

*Figure 4.8: Triibe level 1 data flow diagram (Log in)*

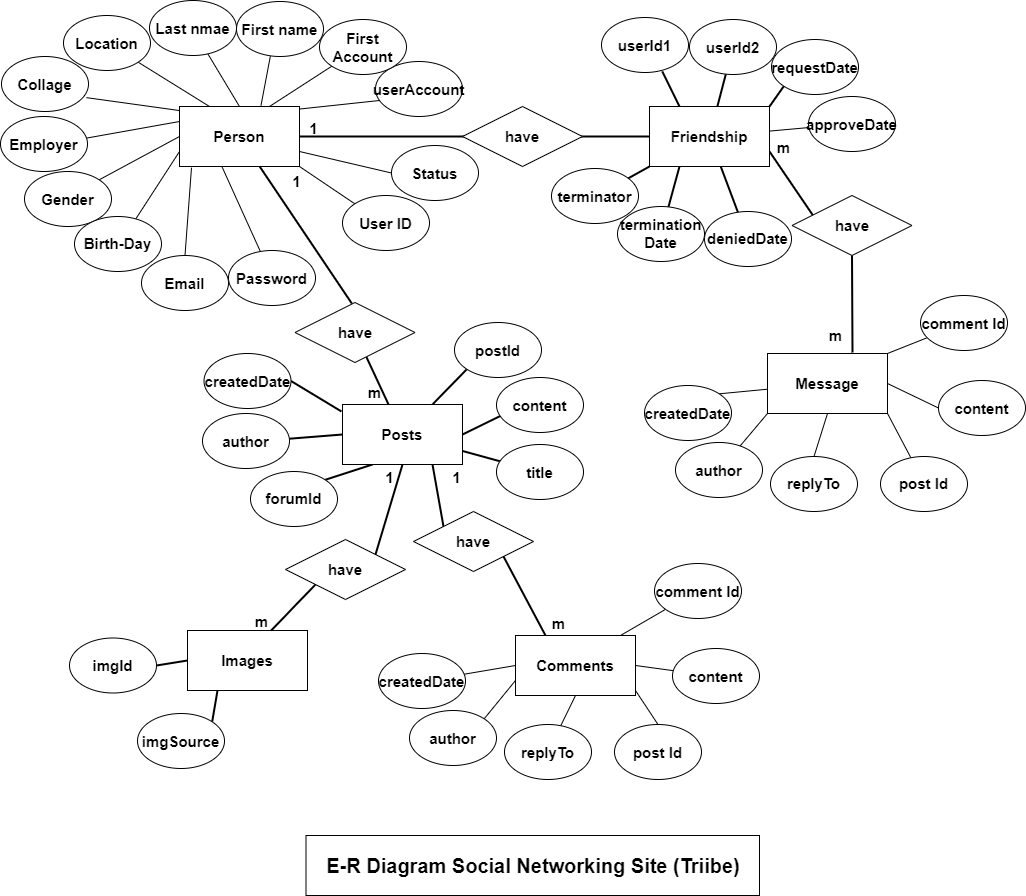
*Diagram

Description automatically generated*

*Figure 4.9: Triibe level 2 data flow diagram (Home Page)*

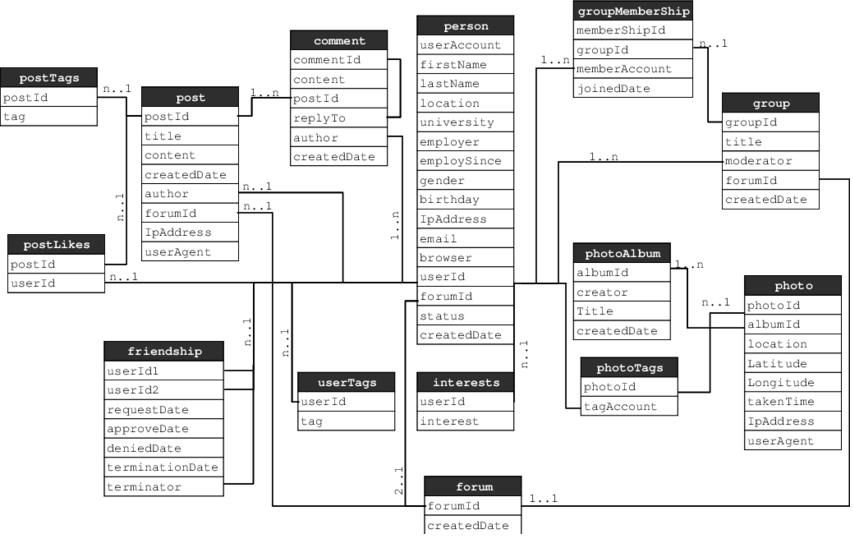
#### Entity Relationship Diagram

The ER diagram was created to have a better view of the facts. It was used to deeply understand events, behaviors, and interactions between various entities, as well as to achieve specific requirements.



*Figure 4.10: Triibe ER Diagram*

#### Database schema:



*Figure 4.11: Triibe DB schema*

### Physical Design

Physical design, on the other hand, concerns turning the logical design into a more technical specification for system development. All of the diagrams created in the logical design were converted into structured systems designs while creating the physical elements of the system.

The researcher chose the programming language and database system to be utilized, as well as the hardware platform, operating system, and network environment in which the system would function, during physical design.

Table 4.2 summarizes the specifications.

Table 4.2: H/W. S/W Specifications

|  |  |
| --- | --- |
| Purpose | H/W. S/W Requirements |
| Programming Language | PHP |
| Operating System | Windows 7 & up |
| Hardware | Computers & smartphones |

# findingS

## Introduction

## Project Interfaces and their Description

# OBSERVE AND EVALUATE

This chapter discusses the analysis of the evaluation that will conduct for this project

# CONCLUSION

## Conclusion

## Limitations

## Future Works

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1. Sample Appendix

<This is a sample Appendix. Insert additional appendices with the “Start New Appendix” command.>