Megan Cooper

What is she looking for and what features it should have.

* Login with a username and password so that I can be confident my account is secure.
* System should remember my login credentials so that I do not need to re-enter the information each time I access the system.
* Cyber outreach coordinator for CEROC
  + Outreach Communications
  + Event planning
  + Scheduling visits offcampus
  + Competition hosting

Need

* Contacts and events
* Action items/to do list
* Track engagement with contacts (email asking for visit school or community)
* Flag it contact hasn’t been made
* Alert of deadlines
* Separate from outlook/ communication is behind the scenes
* Allow to input dates of last communication with contact
* Inventory of event
  + Date
  + Contact info
  + Location
  + Number of people impacted
  + Narrative/notes
  + Swag inventory
* What format do you expect: manual input
* Elaborate on how it is separate from outlook and behind the scenes communication
  + Manually log last communication.
* How specific does the contact information need to be: first, last, title, email, phone, number, association
* How would you like the data to be stored, what are you expecting to see within the application: input on application, export excel file or pdf. Need a gui with the ability to export data in excel file.
* Would this be an app that you install on machine or on web: on machine.
* Is there a way that you would like to track engagement other than last contact: no.
* You want the system to flag you after a certain period with no contact, what length of time: customizable
* Are you looking for a way to import the information without having to do that manually: that could be useful but first choice is manual
* Will there be an authentication method for users to log in: one first initial login.
* How would you like the list of events to be displayed: calendar or list.
* Who are the intended users: her and CEROC staff.
* Are you wanting the view that you have to be the same that others in CEROC to see and if one of you changes it, will everyone see that change: yes.
* How would you like to be notified of upcoming deadlines: email and alert
* Since there will be multiple users, when there is an upcoming deadline, who would you like to be notified: her.
* Could you give us an example of a scenario when you are putting in the information for a contact: anyone who is requesting work from us.
* Could you give us an example of an event narrative: paragraph about the event, sentence or 2.
* How should the CEROC members initially sign on, create account or default: default username with your own password.
* Would you like to determine the username and password or set format: set format.
* Will you want some way to remove people from the list of contacts: yes.
* There will be some way of adding and removing users and permissions, how would you like that to be done: her or a CEROC engineer.
* Do you want there to be different permissions for different users: no, all the same permissions.
* For the alert system, by email or alert: notification within app and email.
* If everyone has the same permissions, what is the purpose of having multiple user accounts: no preference on whether there is one or multiple users.
* Would you like specific accounts to be listed as who is creating the event: yes
* Would like for everyone to see the same list of contacts: yes
* Could you explain the workflow and hierarchy of CEROC: Talbert, Eric Brown (very involved with event planning), Sara Howard(grants and budgeting), Jeremy Potts(engineer, outreach speaker), Travis (same), Molly Rizly(mobile classroom instructor).
* You have mentioned a messaging system, if there is one, would you prefer there to be a list of users who are online: No, she does want to see who inputs and updates.
* Field for who from CEROC went to the event, how involved do you need that: just need inventory a list of names, no need for those people to receive alerts.
* For each event, list of people who are going: this is for after so only need who actually attended.
* Wanting the list of guests who attended event? Most events, we just need numbers, but if there is a contact that needs to be added, someone will need to log that manually.
* What format do you want for the users who are accessing the information: ttu username.
* Would you like your view of events to prioritize those that are forthcoming and require the attendance of certain users.
* What else is important that we haven’t covered here: nothing major.