



# ABC\_Summit\_2025\_Contract\_V2

The Simple App

## Contract for App V2 Update - ABC Summit 2025

**Revised Based on October 21, 2025 Meeting**

**Contract Date:** October 27, 2025

**Project Name:** ABC Summit 2025 - Mobile App & Registration Website V2 Update

**Event Date:** February 27-28, 2026

**Event Location:** Gaylord Texan, 1501 Gaylord Trail, Grapevine, TX 76051

### Parties

**Developer:**

Simple Interface LLC

David Dotson, Authorized Representative

**Client:**

Action Behavior Centers

Contact: Addison Burke, Manager of Teammate Experience

Contact: Rachel Overman

### 1. Project Overview

This contract represents a Version 2 update to the existing ABC Summit mobile application and registration website originally developed in 2024. The Developer will enhance and update the existing Flutter/Firebase application to support the 2025 ABC Summit event with approximately 2,400 attendees (double the 2024 attendance).

#### 1.1 Technical Foundation

- Platform: Update to existing Flutter mobile application
- Backend: Continue using existing Google Firestore/Firebase infrastructure



- Authentication: Google Sign-In only (email-based access control)
- Distribution: Private TestFlight link (not public App Store listing)
- Data Management: Client maintains full ownership and control of Firestore database

## 1.2 Key Improvements from V1

Based on lessons learned from the 2024 event and the October 21, 2025 planning meeting, the primary improvements in V2 include:

1. Comprehensive data export capabilities - addressing the major pain point from 2024 where exports were unreliable and incomplete
2. Admin control panel - enabling Client to edit, update, and manage all app content in real-time without requiring Developer intervention
3. Enhanced roommate pairing system - fully automated algorithm with admin override capability and complete transparency of user selections
4. Integrated travel information hub - consolidating all travel details in one accessible location in the app

## 1.3 Development Confidence & Timeline Advantages

This project benefits from significantly stronger foundations compared to 2024:

- Timeline: 8x longer development period (vs. compressed 2024 timeline)
- Experience: Developer has completed 6 additional event/conference applications since 2024
- App Store Approval: Already secured with existing V1 application (eliminates approval risk)
- Technical Foundation: Building on proven V1 architecture rather than starting from scratch
- Focus: Time allocated for polish, refinement, and thorough testing rather than rushed development

## 2. Scope of Work

### 2.1 Registration Website Updates

#### Core Registration Features

- **RSVP System**
  - Yes/No attendance confirmation
  - Cancellation capability with automated workflow
  - Self-service cancellation option
  - Trigger roommate re-pairing process when cancellations occur
- **Travel Management**



- Travel needed (Y/N)
- Group flight interest capture
- Collect traveler information:
  - Full name (as appears on government ID)
  - Date of birth
  - Gender (M/F as appears on government ID)
  - Personal email
  - Frequent flyer numbers
  - SWA, AA, UA rewards numbers (optional)
- Market-based flight filtering (manual configuration by admin)
- First and second preference flight selection
- Comprehensive flight data export with:
  - Government name, DOB, gender
  - Personal email
  - Frequent flyer and rewards numbers
  - ABC name, email, employee ID
  - Market designation
  - Flight preferences (1st and 2nd choice)
- Ability for admin to update booked flight details post-registration
- **Hotel Accommodations**
  - Hotel needed (Y/N)
  - Advanced roommate pairing system:
    - **Selection Process:**
      - Each employee selects top 3 preferred roommates from imported list
      - Must complete all 3 ranking fields before submission
      - Selection format: First choice, Second choice, Third choice (ranked priority)
      - System locks in selections at time of registration
    - **Automatic Enforcement of Role-Based Pairing Rules:**
      - BCBA can pair with: BCBA, Sr. BCBA, ACD, HQ
      - Senior BCBA can pair with: BCBA, Sr. BCBA, ACD, HQ
      - Assistant Clinical Directors (ACD) can pair with: BCBA, Sr. BCBA, ACD, HQ



- AOM can pair with: AOM, OM, Sr. OM, Group OM, CD, Sr. CD, Group CD, HQ
- OM can pair with: AOM, OM, Sr. OM, Group OM, CD, Sr. CD, Group CD, HQ
- Sr. OM can pair with: AOM, OM, Sr. OM, Group OM, CD, Sr. CD, Group CD, HQ
- Group OM can pair with: AOM, OM, Sr. OM, Group OM, CD, Sr. CD, Group CD, HQ
- CD can pair with: CD, Sr. CD, Group CD, AOM, OM, Sr. OM, Group OM, HQ
- Sr. CD can pair with: CD, Sr. CD, Group CD, AOM, OM, Sr. OM, Group OM, HQ
- Group CD can pair with: CD, Sr. CD, Group CD, AOM, OM, Sr. OM, Group OM, HQ
- Rising Star can ONLY pair with: Rising Star, Rising Star+
- Rising Star+ can ONLY pair with: Rising Star, Rising Star+
- RDO can pair with: RDO, RCD
- RCD can pair with: RDO, RCD
- Market Leaders and VPs can ONLY pair with each other
- HQ can pair with: BCBA, Sr. BCBA, ACD, CD, Sr. CD, Group CD, AOM, OM, Sr. OM, Group OM, HQ
- System prevents invalid pairings at selection time
- **Pairing Algorithm Logic:**
  - Algorithm waits until ALL eligible attendees have submitted their top 3 choices
  - Then runs automatic pairing based on mutual preferences and role compatibility
  - Fully automated matching process (improvement from manual 2024 process)
- **Transparency & Admin Controls:**
  - Preserve original selections permanently (locked at registration)
  - Admin can view all 3 choices each person made, not just final match
  - Admin override capability to manually adjust pairings as needed
  - Export functionality shows both: original user selections and final algorithmic matches
  - Handles edge cases: promotions, role changes, special circumstances
  - Re-pairing workflow when cancellations occur after initial matching
- **Personal Information Collection**
  - Shirt size (XS, S, M, L, XL, XXL, 3XL, 4XL)
  - Meal preference (Chicken, Vegan/Gluten Free/Dairy Free Meal)
  - Medical accommodations (Y/N with email submission instructions)
- **Data Integration**
  - Pull Title and Center information from "Shanky" system



- Developer will coordinate directly with Shanky team to establish data integration
- Requires proper dataset with eligible user information
- Role-based data for roommate pairing enforcement
- **Registration Management Features**
  - Self-service registration cancellation
  - Automated roommate re-pairing workflow when cancellations occur
  - Comments/feedback field
- **Registration-to-App Flow**
  - Final registration page prompts user to download/update mobile app
  - Landing page directing users to TestFlight or app update
  - Seamless transition from registration completion to app access

## 2.2 Data Export & Reporting (Critical - Top Priority)

Based on the major pain point from 2024, the following export capabilities are guaranteed:

- **Comprehensive Registration Data Export**
  - Single-click export of ALL registration fields
  - Exported format: CSV/Excel spreadsheet
  - No data loss or truncation
  - Available to admin at any time, on-demand
  - Export includes (but not limited to):
    - Full name
    - ABC email address
    - Personal email address
    - Employee ID
    - Title/Role
    - Center/Market
    - RSVP status (Yes/No)
    - Travel needed (Y/N)
    - Government name (for travel)
    - Date of birth
    - Gender
    - Frequent flyer numbers (all carriers)



- Flight preferences (1st and 2nd choice)
- Hotel needed (Y/N)
- Shirt size
- Meal preference
- Medical accommodations
- Comments/feedback
- Registration timestamp
- **Roommate Selection & Pairing Export (Critical)**
  - Dual export capability:
    - Export A: Original user selections (all 3 ranked choices per person)
    - Export B: Final algorithmic matches (who was paired with whom)
  - Format allows Client to verify:
    - What each person actually selected at registration
    - Why the algorithm made specific pairings
    - Whether matches align with preferences
  - Admin can cross-reference individual selections with final pairings
  - Data preserved and exportable even after cancellations or changes
- **Flight & Travel Export**
  - Separate dedicated export for flight booking data
  - Includes all traveler information for airline booking
  - Format optimized for submission to travel vendors
  - Market-based filtering and sorting
- **Hotel & Rooming Export**
  - Room assignment data
  - Confirmation numbers (once uploaded by admin)
  - Roommate pairing details
  - Any special accommodations
- **Food & Catering Export**
  - Meal preferences by attendee
  - Dietary restrictions
  - Count summaries by meal type



- Format suitable for catering vendor submission

## 2.3 Mobile App Updates

- **Enhanced Admin Control Panel (Priority Feature)**
  - Real-time content editing without developer involvement:
    - Schedule updates (add, edit, remove sessions)
    - Speaker information changes (bios, photos, details)
    - FAQ modifications (add, edit, remove Q&A)
    - Resource hub content (upload, edit, delete documents)
    - Push notification management (compose and send)
    - Event layout/map updates
    - Branding and theme adjustments
  - User management:
    - Manual email additions to authorized user list
    - User profile editing capabilities
    - Name change permissions for users experiencing name updates
    - Roommate pairing oversight and manual adjustments
    - Travel information management
    - Individual hotel confirmation uploads
    - Flight detail updates for specific users
    - Data export access (all export functions available in admin panel)
- **Core App Features (Updated from V1)**
  - **Event Information**
    - Event countdown timer
    - Complete schedule with real-time updates
    - Speaker profiles and bios
    - Session locations and descriptions
    - Event venue/floor plan display (NEW)
  - **Travel Hub (Enhanced Section)**
    - Dedicated travel information tab
    - Pre-arrival checklist functionality
    - Travel policy and expectations



- Link to Travel Perk booking portal
- Individual hotel confirmation information display
- Flight information display (integration dependent)
- Roommate information including contact details
- Hotel confirmation number display (admin uploaded)
- Roommate phone number visibility
- Consolidated travel details in single location
- **Resource Hub**
  - Event documents and materials
  - Travel resources
  - Contact information
  - Downloadable files and forms
- **FAQ Section**
  - Admin-editable Q&A
  - Real-time updates during event
  - Category organization
- **Communication Features**
  - Live chat functionality
  - Push notifications for important updates
  - Direct messaging capabilities
- **User Profile**
  - Personal information display
  - Roommate assignment
  - Roommate contact information (phone number)
  - Flight preferences and confirmations
  - Hotel details and confirmation number
  - Travel information consolidated view
- **Event Venue & Navigation**
  - Interactive floor plans for Gaylord Texan
  - Sourced from venue's official floor plans
  - Embedded images with clickable hotspots





- Session location markers
- Room identification on floor plan
- Multiple floor display capability

## 2.4 Travel Perk Integration (Exploratory)

Based on October 21, 2025 meeting discussion, the following Travel Perk integration is under exploration:

- **Objectives**
  - Display booked flight information in app after user books via Travel Perk
  - Automatic sync of booking details to user profile
  - One-stop location for all travel information
- **Implementation Requirements**
  - Client will coordinate with Travel Perk regarding API access
  - Developer will participate in technical discussions with Travel Perk's development team
  - Integration dependent on Travel Perk's willingness and API availability
  - Trust and security requirements must be met between ABC and Travel Perk
- **Scope Determination**
  - If API access is granted, integration will be implemented within timeline
  - If API access is not available, manual upload workflow will be provided as alternative
  - Final scope to be determined after Client-Travel Perk discussions
- **Timeline Impact**
  - Integration will not delay core project deliverables
  - Will be implemented if possible within existing timeline
  - If additional development time required, will be discussed as potential scope adjustment

## 2.5 Technical Enhancements

- **Admin Dashboard Development**
  - Web-based admin interface for Client team
  - Role-based admin access controls
  - Real-time data synchronization with mobile app
  - Bulk operations for user management
  - Comprehensive reporting and analytics
  - One-click data export functionality (all export types)



- Manual upload capability for hotel confirmations
- Individual user profile editing
- Override controls for roommate pairings
- Clean slate: Previous 2024 data may be wiped (Client responsible for backup)
- Import/export functionality for user lists
- CSV export for all data types (see Section 2.2)
- Downloadable reports for all registration data
- Data integrity verification tools
- Backup and restore capabilities
- **Authentication & Access**
  - Email-based authorization (Google Sign-In)
  - Client maintains authorized user database
  - Admin override capabilities for access issues
  - User self-service password reset
- **Shanky System Integration**
  - Direct coordination between Developer and Shanky team
  - Automated data pull for Title and Center information
  - Role-based data for roommate pairing enforcement
  - Employee eligibility verification
  - Regular data sync during registration period

### 3. Project Deliverables

- **Updated Mobile Application**
  - Enhanced Flutter app with all V2 features
  - Published to TestFlight for private distribution
  - Compatible with iOS and Android devices
  - Users can update existing app (not new download required)
- **Admin Dashboard**
  - Web-based control panel
  - Comprehensive data export functionality
  - User documentation and training



- Admin team training session
- **Registration Website**
  - Updated with 2025 branding and requirements
  - Integrated with Firestore backend
  - Roommate pairing algorithm implementation
  - Registration-to-app download flow
- **Documentation**
  - Admin user guide
  - Troubleshooting documentation
  - API integration documentation (if Travel Perk integration proceeds)
  - Export data field definitions
  - Shanky Integration Documentation
- **Training Materials**
  - Admin panel walkthrough
  - Export functionality tutorial
  - Troubleshooting common issues

## 4. Project Timeline

- **Development Start:** Upon contract execution
- **Beta Testing Launch:** November 25, 2025
- **Beta Testing Period:** November 25 - December 1, 2025
- **Production Launch:** December 1, 2025
- **Event Date:** February 27-28, 2026
- **Key Milestones**
  - Contract Execution: October 27, 2025
  - Shanky System Integration Complete: November 5, 2025
  - Admin Dashboard Beta: November 15, 2025
  - Full App Beta Release: November 25, 2025
  - Registration Website Live: December 1, 2025
  - Mobile App Production Release: December 1, 2025
  - Branding & Theme Finalization: Within 2-3 weeks of contract execution



- Travel Perk Integration Decision: By November 15, 2025
- **Timeline Notes**
  - 8x longer development period compared to 2024 project
  - Allows for comprehensive testing and refinement
  - Buffer time included for Client feedback and iterations
  - Beta testing period designed to identify and resolve issues before registration opens

## 5. Payment Terms

- **Total Project Cost:** \$6,000
- **Payment Schedule**
  - Initial Payment (50%): \$3,000 due upon contract execution
  - Beta Delivery Payment (25%): \$1,500 due upon beta testing release (November 25, 2025)
  - Final Payment (25%): \$1,500 due upon production launch (December 1, 2025)
- **Payment Method**
  - Bank transfer
  - Check
  - Payment due within 7 days of invoice

## 6. Support & Maintenance

- **Support Period**
  - Primary support: Through event completion (February 28, 2026)
  - Post-event support: 30 days after event (through March 30, 2026)
- **Support Scope**
  - Bug fixes and critical issues
  - Admin panel assistance
  - Data export troubleshooting
  - Content updates via admin panel
  - Technical support for Client's admin team
- **Response Times**
  - Critical issues (app down, major bugs): 4-hour response, 24-hour resolution
  - High priority (data export issues, admin access problems): 24-hour response



- Medium priority (UI issues, minor bugs): 48-hour response
- Low priority (enhancement requests): Best effort
- **Admin Empowerment**
  - Most content updates can be performed by Client without Developer involvement
  - Developer available for technical issues beyond admin panel capabilities

## 7. Data Ownership and Management

### 7.1 Data Ownership

- All user data, registration information, and content remain the sole property of the Client
- Client maintains full ownership of Firestore database
- Developer has no rights to Client data

### 7.2 Data Storage

- All data stored on Client's Firestore database
- Developer will not store data in alternative locations
- Client responsible for data backup and archiving

### 7.3 Data Migration

- 2024 event data may be wiped to start fresh for 2025
- Client responsible for backing up any data needed from 2024
- Developer can assist with data export if requested

### 7.4 Data Security

- Implement industry-standard security practices
- Encrypted data transmission
- Secure authentication via Google Sign-In
- Admin access controls and logging
- Data export security (admin access only)

### 7.5 Data Integrity & Export Reliability

- All registration data preserved in original form
- Export functions guarantee complete data retrieval



- No data loss or truncation in exports
- Original user selections locked and permanently accessible
- Audit trail for data modifications

## 8. Intellectual Property

### 8.1 Application Code and Design

- Developer retains ownership of all intellectual property rights in the app design and code
- This includes proprietary frameworks, algorithms, and development methodologies

### 8.2 Client License

- Client is granted a non-exclusive, perpetual license to use the application for its intended purpose
- License covers the ABC Summit app and all V2 updates
- Client may use the app for future events indefinitely

### 8.3 Client-Specific Assets

- All branding, logos, content, and materials provided by Client remain Client property
- Developer has no rights to Client's trademarks or proprietary content

### 8.4 Database Ownership

- Client maintains complete ownership of the Firestore database
- Client controls all user data and registration information
- Developer access limited to development and support purposes

## 9. Confidentiality

### 9.1 Mutual Confidentiality

- Both parties agree to keep confidential any proprietary information received during the project
- Confidential information includes:
  - Trade secrets
  - Business strategies
  - Financial information
  - User data
  - Technical specifications



- Non-public business information

## 9.2 Duration

- Confidentiality obligations continue for 3 years after project completion

## 9.3 Exceptions

- Information that is publicly available
- Information independently developed
- Information required to be disclosed by law

# 10. Scope Changes and Additional Work

## 10.1 Scope Definition

- This contract covers the features and functionality outlined in Section 2 (Scope of Work)
- Any features not explicitly listed are considered out of scope

## 10.2 Change Requests

- Changes to scope require written agreement from both parties
- Additional features may incur additional costs
- Timeline may be adjusted based on scope changes

## 10.3 Clarifications vs. Changes

- Reasonable clarifications of existing scope items are included
- Substantial feature additions are considered scope changes

## 10.4 Client Feedback

- Client feedback during development is welcomed and encouraged
- Iterative refinement of features within scope is included
- Major pivots in direction may require scope adjustment
- Travel Perk integration outcome will not constitute scope change
- If integration is not possible, alternative manual workflow provided
- Floor plan implementation scope determined once venue materials received

# 11. Testing and Acceptance



## 11.1 Beta Testing Phase

- Client will conduct beta testing starting November 25, 2025
- Client will provide feedback on bugs and usability issues
- Developer will address critical issues before launch
- Beta testing period: 6 days (sufficient for thorough testing given extended development period)

## 11.2 Acceptance Criteria

- Application launches successfully on TestFlight
- Registration website is operational
- Admin dashboard is functional
- All core features outlined in scope are working
- Data export functionality tested and verified complete
- No critical bugs that prevent normal operation

## 11.3 Export Function Testing

- Client will test all export functions during beta
- Developer will verify data completeness and accuracy
- Export formats reviewed for usability

## 11.4 Minor Issues

- Minor UI inconsistencies or non-critical bugs do not prevent acceptance
- These will be addressed during the support period

## 12. Liability and Warranty

### 12.1 Performance Warranty

- Developer warrants that the app will perform substantially in accordance with the specifications outlined in this contract
- Application will be free from critical defects at launch
- Data export functions will be reliable and complete

### 12.2 Limitation of Liability

- Developer's liability for any claim arising from this contract shall not exceed the total amount paid (\$6,000)
- Developer is not liable for:





- Data loss due to Client actions
- Third-party service outages (Firebase, Google, Travel Perk)
- User errors or misuse
- Circumstances beyond Developer's reasonable control
- Travel Perk integration availability or API access

### **12.3 No Consequential Damages**

- Neither party shall be liable for indirect, incidental, consequential, or punitive damages

### **12.4 Client Responsibilities**

- Client responsible for:
  - Providing accurate requirements
  - Timely feedback and approvals
  - User data accuracy and management
  - Backup of critical data
  - Communication with event attendees
  - Coordination with Shanky system for data integration
  - Travel Perk integration discussions and API access coordination

## **13. Termination**

### **13.1 Termination for Cause**

- Either party may terminate this contract with written notice if the other party:
  - Materially breaches the contract
  - Fails to cure the breach within 14 days of written notice

### **13.2 Termination for Convenience**

- Client may terminate for convenience with 7 days written notice
- Developer may terminate for convenience with 14 days written notice

### **13.3 Payment Upon Termination**

- Upon termination, Client will pay for all work completed to date of termination
- Payment calculated as percentage of total deliverables completed



- Client retains license to use work completed prior to termination

### **13.4 Transition Assistance**

- Developer will provide reasonable transition assistance
- May include documentation handoff and knowledge transfer

## **14. Dispute Resolution**

### **14.1 Good Faith Negotiation**

- Any disputes shall first be addressed through good faith negotiation between the parties
- Both parties commit to working collaboratively to resolve issues

### **14.2 Mediation**

- If negotiation fails, disputes shall be submitted to mediation
- Mediation shall occur before any legal action
- Both parties will share mediation costs equally

### **14.3 Arbitration**

- If mediation fails, disputes shall be resolved through binding arbitration
- Arbitration conducted under American Arbitration Association rules
- Arbitration location: Texas

## **15. General Terms**

### **15.1 Governing Law**

- This contract shall be governed by and construed in accordance with the laws of the State of Texas
- Venue for any legal proceedings shall be Texas

### **15.2 Entire Agreement**

- This contract constitutes the entire agreement between the parties
- Supersedes all prior agreements, understandings, and discussions
- Incorporates discussions from October 21, 2025 meeting
- Any modifications must be in writing and signed by both parties

### **15.3 Assignment**



- Neither party may assign this contract without written consent of the other party

#### 15.4 Severability

- If any provision is found unenforceable, the remainder of the contract remains in effect

#### 15.5 Force Majeure

- Neither party liable for delays due to circumstances beyond reasonable control
- Including natural disasters, acts of government, or other unforeseeable events

#### 15.6 Notices

- All notices shall be in writing
- Sent to addresses/emails on file
- Considered delivered when sent via email or 3 days after mailing

#### 15.7 Independent Contractor

- Developer is an independent contractor, not an employee
- Developer responsible for own taxes and insurance

### 16. Signatures

By signing below, both parties agree to the terms and conditions set forth in this Contract.

### Appendix A: Meeting Notes - October 21, 2025

This contract incorporates requirements and clarifications discussed in the meeting held on October 21, 2025, with Addison Burke and Rachel Overman. Key confirmed points from that discussion:

- **Confirmed High-Priority Requirements**
  - **Data Export Reliability**
    - Top priority: Comprehensive, reliable data exports
    - Major pain point from 2024 that must be resolved
    - All registration fields must be exportable at any time
    - Export format: Spreadsheet (CSV/Excel)
    - Must include raw data exactly as entered by users
  - **Roommate Selection Transparency**
    - Must be able to export all 3 choices each person selected



- Need to see what people originally picked vs. final algorithmic matches
- Data locked at registration time and preserved permanently
- Algorithm should be fully automatic (improvement from 2024 manual process)
- Admin override still available for edge cases
- **Timeline & Confidence**
  - Developer has 8x longer timeline than 2024
  - Built 6 additional apps since original ABC Summit app
  - App Store approval already secured (no approval risk)
  - Focus on polish and refinement rather than rushed development
- **Travel Information Consolidation**
  - All travel details accessible in one location within app
  - Hotel confirmation numbers uploadable by admin
  - Roommate phone numbers visible to paired users
- **Integration with Travel Perk (Exploratory)**
- **Floor Plans & Venue Navigation**
  - Gaylord Texan floor plans to be embedded
  - Clickable hotspots for room locations
  - Multiple floor capability
- **App Update Process**
  - Existing 2024 users can update app (not new download)
  - Registration completion prompts app download/update
  - Landing page directing users to TestFlight
- **Branding & Theme**
  - New 2025 theme/branding to be provided within 2-3 weeks
  - Can be applied to existing app infrastructure
- **Shanky System Integration**
  - Developer will coordinate directly with Shanky team
  - Automated data pull for eligibility and role information
  - Essential for roommate pairing enforcement
- **Exploratory Items Discussed**
  - **Travel Perk API Integration**



- Dependent on Travel Perk's willingness and API access
- Would enable automatic flight info display in app
- Client to coordinate initial discussions
- Developer available for technical integration if approved
- Decision needed by mid-November to stay on timeline
- **Floor Plan Details**
  - Specific floor plan format to be determined
  - Based on what venue provides to Client
  - Clickable/interactive elements to be designed once materials received

## Appendix B: Key Improvements Over 2024 Version

Based on lessons learned and Client feedback, the following represents the most significant improvements in V2:

### 1. Data Export Reliability (Top Priority)

- 2024 Issue: Exports were unreliable, incomplete, or difficult to access
- 2025 Solution: Comprehensive one-click exports of all data, guaranteed complete and accurate

### 2. Admin Control Panel

- 2024 Issue: All content updates required developer intervention
- 2025 Solution: Full admin panel allowing real-time content management without developer

### 3. Roommate Pairing Algorithm

- 2024 Issue: Manual pairing required, system data inconsistencies
- 2025 Solution: Fully automated algorithm with transparency, admin override, and data integrity

### 4. Development Timeline

- 2024 Reality: Compressed timeline led to rushed development
- 2025 Advantage: 8x longer development period allows for proper testing and refinement

### 5. Developer Experience

- 2024 Context: First official event app project
- 2025 Context: Completed 6 additional event apps, proven track record

### 6. Travel Information Hub

- 2024 Gap: Travel info scattered or not centralized
- 2025 Enhancement: Dedicated travel hub with consolidated information display

### 7. Technical Foundation



- 2024 Starting Point: Building from scratch
- 2025 Starting Point: Building on proven V1 architecture with App Store approval

## Appendix C: Data Export Field Definitions

This appendix provides comprehensive definitions for all exportable data fields to ensure Client understands exactly what information is available.

- **User Profile Data**

- Full Name: User's display name in system
- ABC Email: Corporate email address
- Personal Email: Personal/alternative email provided during registration
- Employee ID: Unique identifier from Shanky system
- Title/Role: Job title imported from Shanky system
- Center/Market: User's work location/market designation

- **RSVP & Registration Data**

- RSVP Status: Yes/No attendance confirmation
- Registration Timestamp: Date and time of registration submission
- Cancellation Status: Whether registration was cancelled
- Cancellation Date: If applicable, when cancellation occurred

- **Travel Data**

- Travel Needed: Yes/No indicator
- Government Name: Full legal name for airline booking
- Date of Birth: For TSA/airline requirements
- Gender: As appears on government ID
- Personal Email: For travel confirmations
- Frequent Flyer Numbers: All airline loyalty program numbers provided
- Flight Preference 1: First choice flight selection
- Flight Preference 2: Second choice flight selection
- Market Filter: Market-based flight assignment
- Booked Flight Details: Actual flight booked (admin-entered after booking)

- **Hotel & Roommate Data**

- Hotel Needed: Yes/No indicator



- Roommate Choice 1: First preference selected
- Roommate Choice 2: Second preference selected
- Roommate Choice 3: Third preference selected
- Final Roommate Match: Algorithmic pairing result
- Roommate Override: If admin manually adjusted pairing
- Hotel Confirmation Number: Admin-uploaded confirmation details
- Room Assignment: Room number if assigned
- **Personal Preferences**
  - Shirt Size: Selected size from available options
  - Meal Preference: Dietary selection
  - Medical Accommodations: Yes/No indicator
  - Medical Accommodation Details: Submitted via email separately
  - Comments/Feedback: Free-text field from registration
- **App Usage Data (if tracked)**
  - Last Login: Most recent app access
  - Download Status: Whether user has downloaded app
  - Notification Settings: Push notification preferences
- **Export Formats Available**
  - Roommate Analysis Export: Original selections + final matches
  - Flight Booking Export: Travel-specific data for airline submission
  - Hotel Assignment Export: Rooming list with confirmation details
  - Catering Export: Meal preferences and counts
  - Custom Filtered Exports: Admin can select specific fields/users

## Appendix D: Questions for Initial Kickoff Meeting

The following items require clarification during the project kickoff:

- Registration Cancellation: Exact workflow for self-service cancellation process
- Admin Access Levels: Different permission levels needed for admin team members
- Branding Assets: New 2025 theme, colors, logos, and design specifications
- Shanky System: Specific data fields needed, API access details, sync frequency
- Travel Perk Integration: Timeline for decision, API access process, data security requirements



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- Floor Plans: Delivery timeline for venue materials, format, resolution requirements
  - Beta Testing Team: Who will participate in beta testing, feedback process
  - Admin Training: Preferred format (live session, recorded video, written guide)
  - Emergency Contacts: After-hours support contact protocol during event
  - Sharon's Approval: Final authority on scope and feature decisions
  - Content Population: Timeline for Client to provide initial content (FAQs, schedule, etc.)
  - User List: When eligible attendee list will be available for system import





## Electronic Signatures

*David Dotson*

(digital representation of the signature)

**David Dotson**

Simple Interface, LLC

**Email:** david@thesimpleapp.io

October 27, 2025 20:58

*Addison Burke*

(digital representation of the signature)

**Addison Burke**

Action Behavior Centers

**Email:** addison.burke@actionbehavior.com

October 28, 2025 08:29

## Audit trail

**October 27, 2025 20:57**

Contract is sent to David Dotson david@thesimpleapp.io

**October 27, 2025 20:58**

Viewed by David Dotson

**October 27, 2025 20:58**

Email address verified David Dotson david@thesimpleapp.io

**October 27, 2025 20:58**

Signed by David Dotson (IP: 66.219.221.162)

**October 27, 2025 20:58**

Contract is sent to Addison Burke addison.burke@actionbehavior.com

**October 28, 2025 08:29**

Viewed by Addison Burke

**October 28, 2025 08:29**

Email address verified Addison Burke addison.burke@actionbehavior.com

**October 28, 2025 08:29**

Signed by Addison Burke (IP: 47.185.196.234)

**October 28, 2025 08:29**

**Document finalized**

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