



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 Shanksy 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



- 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

ID: f1e527ce-d01a-4991-817b-dad7f86b18e1