1. **Tell me about the functionality you would like to be able to do with the administrator login.**

* **Being able to update the dates/times of individual volunteers?**
* **Further confirmation email functionality?**

**Answer: As a backup, admin should be able to edit date/time**

**Confirmation email, include link**

1. **Did you have an idea of color schemes/stylistics themes you would like?**

* **EMU oriented green and white? Or something different?**

**Answer: Ted in Marketing (Ted Coutilish)**

**Consistent w/ Eastern’s style**

1. **Confirmation emails after filling out forms/email system for sending out the notice emails**

* **We will need an initial list of volunteers from last year so the cycle can proceed**

**Answer: Diane will send us a distribution list from the previous year**

**New users will have to be added to the distribution list as they fill out the form**

**Different dates for the scholarship volunteering every year**

1. **Would the Google form/email confirmation process be the same for gathering the volunteer recruiting for faculty, student and alumni panels?**

* **How should it be translated on the backend? Just a separate table to indicate that it’s a different group?**

**Answer: 4-5 people on each of the panels**

**Separate list aside from the volunteers**

**Keep a separate table for them on the backend of that**

1. **Are there any security features you would like implemented for this?**

* **Only users with the link from the confirmation email can modify their date/time of volunteering**
* **Only an administrator can login into the login screen and see the full list of the volunteers**

**Answer: Not much personal information being relayed, so it’s not entirely necessary**

1. **Other than the Google Form and administrator login, was there anything else on the front end that you had in mind?**

**Answer: Information about the scholarship/volunteering can be included on both**

**More detailed in the email, summarized on the front end page**