SYSTERS

AN ANITA BORG INSTITUTE COMMUNITY

Systers Portal Meetup Project

Requirements Document

March 7, 2015

Document Change Control

The following is the document control for the revisions to this document.

Version Number	Date of Issue	Author(s)	Brief Description of Change
0.1	2 Marc 2015	R. Robinson	Initial document

Definition

The following are definitions of terms, abbreviations and acronyms used in this document.

Abbreviations	Definition
ABI	Anita Borg Institute

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Overview

1. Background

Systers, an Anita Borg Institute (ABI) Community is the flagship community for women in computing. In 2014, Systers GSoC portal team created the community portal. Systers utilized the Meetup.com/Everywhere platform for managing their global meetups. The theme was to set up global meetups then members could participate by setting up their own local meetup using the platform.

Figure 1 December 2014 Organized Systers Meetups in 74 cities Globally

A. The Problem and Challenges

Meetup.com discontinued the Everywhere platform in December 2014 leaving no platform to organize global meetups or have all local Systers meetup fall under Systers global meetups.

Currently, Systers have members in more than 54 countries so it's important that we have a platform that Systers administrative team can manage and where meetup organizers have more control over their local meetups.

B. Scope

For GSoC 2015, we want to design and develop an integrated component of the portal for global community meetups where Systers administrators can control overall, but more permission controls are given to local community organizers. The project timeline, the scope of the project is defined in the following sections for Requirements, timeline and deliverables.

Assumptions

The following are assumptions for the projects:

1. Systers administrators have overall access to portal and overall access and control should be seamless for meetup component.
2. Meetup organizers should be registered in the portal.
3. When meetup organizers register, notification of registration should be sent to Systers administrators.
4. When meetup organizers register, approval is only given by Systers administrators.

Functional Requirements

The following user case is addressed:

- Systers Administrators
- Meetup Organizers
- Meetup Attendees who are also community members
- Visitors who are not community members can sign up to attend meetups but must be approved by meetup organizer.

1. Systers Administrators

Administrative functionalities for the new Meetup component should include:

A. Receive notification of all new meetup requests

When a request for new Systers meetup location is submitted, the Systers administrators receive email notification.

B. Create a new Systers meetup location

Systers administrators should be able to create a new meetup location; by country, then by city and state if applicable. Naming convention for Systers meetup location is as follows: City + Systers e.g. Atlanta Systers, Boston Systers, London Systers, Cairo Systers, Manila Systers, etc.

C. Assign meetup organizers

Systers administrators should be able to assign a meetup organizer to a meetup location. Organizers must be Systers and must have created a registration in the portal.

D. Manage all organizers and attendees

Systers administrators should be able to override any organizer, Syster member and guests profiles and all other activities in the Meetup component.

2. Systers Meetup Organizer

Meetup Organizer functionalities for the new Meetup component should include:

A. Submit Initial Request for new Meetup

All potential meetup organizers should be able to submit a request for a new meetup location.

B. Manage Meetup Profile

Meetup organizers should be able to manage their meetup profile; including Brief description, Detailed Description, Contact information, sponsors.

C. Manage all Meetup Location

Meetup organizers should be able to manage their meetup profile; including Organizers (could be more than one), members and discussions.

D. Be notified of all incoming join requests

Meetup organizers should be notified of all incoming join requests.

E. Approve all Meetup join requests

Meetup organizers should be able to approve or disapprove all join requests.

F. Identify all members as Systers or Guest

Meetup organizers should be able to identify members who are Systers and those who are just guests.

G. Able to manage local meetup

Meetup organizers should be able to manage logistics for each meetup location/event. That includes check list with the following: 1) Venue, volunteers, sponsorship, etc.

H. Manage all Meetup support requests

Meetup organizers should be able to approve and disapprove all support requests. Support requests are from those that want to volunteer, speak, train, etc. at specific meetup location.

I. Able to post new local meetup

Meetup organizers should be able to post a broadcast message to the meetup group.

J. Manage discussion

Meetup organizers should be able to manage discussions including approving a post or reply to a post, rejecting a post or reply to a post with a message to the poster.

3. Meetup Systers Member

Upon approval, Systers member functionalities for the new Meetup component should include:

A. Edit Profile

Each member should be able to edit their profile including

- Main contact person (name and email)
- Bio, photo, social media account, etc.

B. Post to Discussion area

Systers members should be able to post to discussion area.

C. Invite a guest to meetup

Systers members should be able to invite a guest to the meetup.

4. Meetup Guest Members

Upon approval, Guest member functionalities for the new Meetup component should include:

A. Edit Profile

Each member should be able to edit their profile including

- Main contact person (name and email)
- Bio, photo, social media account, etc.

B. View Discussion area

Guest members should be able to view discussion area. If they are women, and in computing/technology, there should be a display at the top of discussion to join Systers community at the following link >> http://systers.org/mailman/listinfo/systers.

Appendix