Weaver - User Home Page

Single Workspace

To Do

Need to Respond

Need to Complete

Planned Meetings
.
Top Action Items

Unposted Draft Topics

Watched Workspaces

Accessible Workspaces

Sites you Manage

Recent Updates

Planned Meetings

Your Action Items

Recent History

Org. Chart

Aim of Workspace

Your Roles

Members

Parent Circle

Children Circle

Workspaces	User Menu
Most Recent	Home
Watched Workspaces	Profile
Templates	Updates
Administered	Notifications
Participant	Training
All	Logout

Options Menus

Front Page
Meetings
Topics
Documents
Action Items
Decisions
Email
Labels
Roles
Admin
Personal
Feedback
Training

List of Meetings

List of Topics

List of Documents

List of Action Items

List of Decisions

List of Emails

Guide to Labels

Guide to Circle Roles

Workspace Admin

Workspace personal settings

Email to Weaver

Link to YouTube Videos

Vision, Mission, Aim
Workspace State
Workspace Parent Circle
Statistics for Site

Set: Template
Digest
Email notifications
Personal roles for workspace

Contact Form to [Send Feedback}
(no link back to workspace)

miro

Meeting Section

Meetings List

Options:
+New Meeting

+Create New Meeting

State: of meeting

Single Meeting Page

Set Details for:
Name of Meeting
Duration
Reminder
Called By
Agenda Layout
Minutes Layout
Target Role
Description
Previous Meeting

Options:
Send Email about Meeting
Edit Meeting Notes
Sow OLD Display
Show Meeting Layouts
Clone Meeting
List all Meetings

Agenda	4
Minutes	5
Settings (Default)	6
Participants	2
Start Time	3
Overview	7
Edit	1

Agenda with links to:
· public link
· previous meeting agenda
· previous meeting minutes
· documents for meeting
· (no link for topics?)

Minutes with links to:
· public link
· previous meeting agenda
· previous meeting minutes
· documents for meeting
· action items assigned during meeting
· (no link for topics?)

List of members invited
· attendance
· can edit invitees/attendees

Meeting Participants can indicate attendance?
(would not save even when details added)

Scheduled time of meeting or Proposed times
· selection of meeting time

Meeting State
(draft/planning/running/completed)
· move to Running for minutes to be written/edited

Create Agenda Items set for each item:
· Item Subject
· Item Description
· Item Presenter
· Notes (Minutes)
· Planned duration for item
· Actual time (with timer start)
· Topic discussed in Item
· Attachments for Item
· Action Items for Agenda Item
· READY (?)

Create New Comment

Create New Proposal

Create New Round

Default View:
Action Items Status Li

Each Action Item Icon
dropdown (dropdown
Circle icon link to detail
Title of Action Item (no
Assigned (profile pic)
Dates
Status (R-Y-G)
Comments

Each Action Item Drop

Topics Section

+Create New Topic

Topics List

Options:
Create New Topic
Send Email
Create PDF
Search all Topics

Options:
List Topics
Edit this topic
PDF with Comments
PDF without Comments
Send topic by email
Unsubscribe from this topic
Feedback

Single Topic Page

Each Topic Dropdown:
Full Details (link of title)
Send Email (email icon)
Trash Topic (trash icon)

Set Details for:
Summary of Topic
Last Modified
Labels
Attached Documents
Action Items
Subscribers
Topic Events:
  • Comments
  • Proposals
  • Rounds

State of Topic:
Draft
Freeform
Resolved
Picture Forming
Proposal Shaping
Proposal Finalizing
In Trash

Create New Comment

Create New Proposal

Create New Round

Documents Section

Options:
Add Documents
Send Email
Share Ports

Options:
Access Document
Upload New Version
Edit Details
List Versions
Send Document by email

Documents List

Single Document Access

easy way to access the document settings and/or a place to add labels easily from the list of documents. not clear how labels are added once document is entered

Each Document Icons:
dropdown (dropdown list)
download icon
   (direct to doc or download)
link of title access document details
world or paper icon (doc details)
date

Access Document:
Document Name
Description
Uploaded by
Version
[Download button]
Linked Action Items
Linked Topics
Linked Meetings
Document History

Create New Comment

Each Document Dropdown:
access document (link of title)
Upload Revised Document
Edit Document Details
List of Versions
Delete Document (trash Icon)
Send by Email (email Icon)

Document Details
Type
Access Name
Description
Last Modified
Linked to
Labels
Storage Term (purge)
[Save Changes]
Accessible link
Storage Name
Size
Mime Type

Labels Section

Label List

Name Label - Select Color

Create New

Save

Delete

Edit

Roles Section

Options:
Manage Roles (default view)
Invite Users
Multi-Person Invite
Create New Rolle

Roles List

Each Role:
dropdown (dropdown list)
Title of Role
Profile image cluster
Description of Role

Edit Players for Role
Color
Players
Description of Role
Term
Responsibilities

Advanced
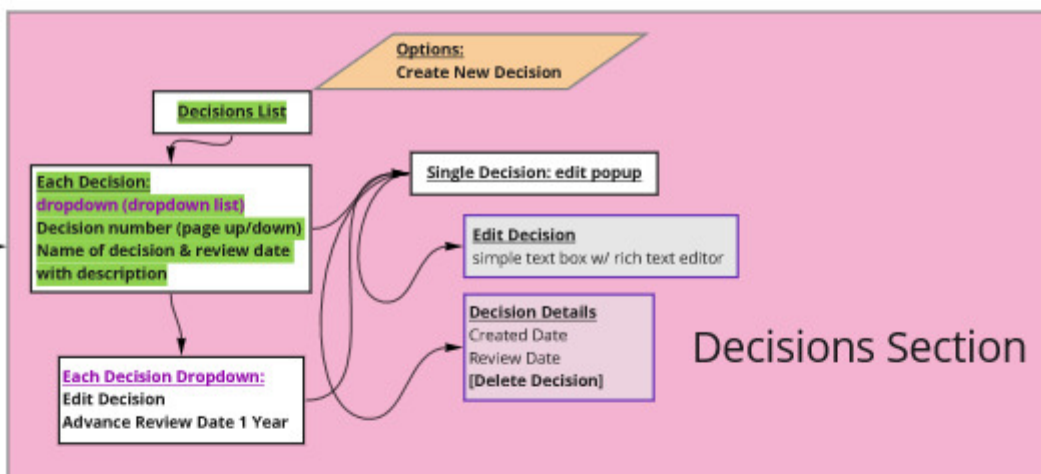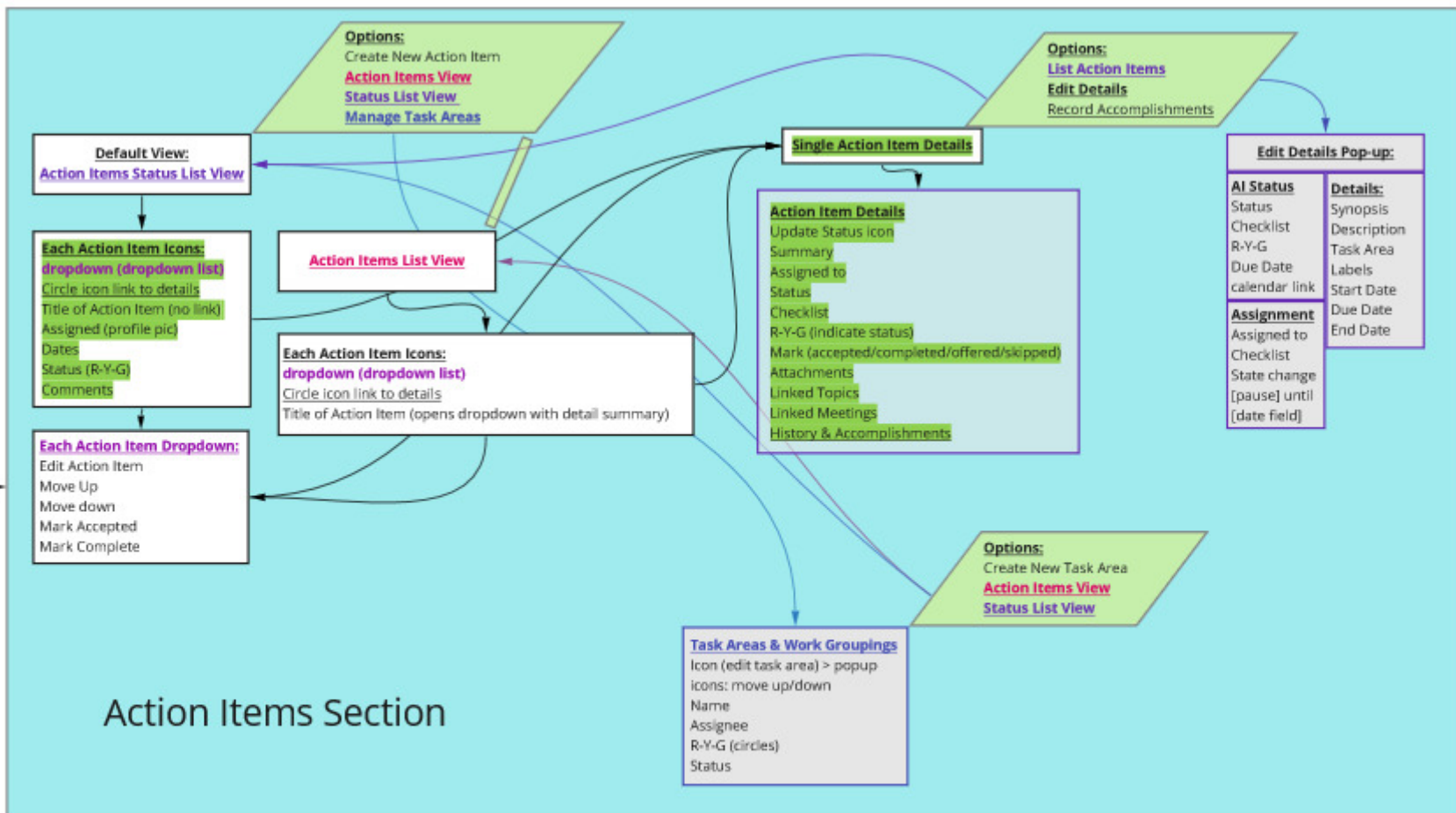List of Players' email
& name
Link to [make link]

Each Role Dropdown:
Edit All Players
Define Role
Role Elections
Multi-Person Invitation
Delete Role

Action Items Section

Options:
Create New Action Item
Action Items View
Status List View
Manage Task Areas

Default View:
Action Items Status List View

Each Action Item Icons:
dropdown (dropdown list)
Circle icon link to details
Title of Action Item (no link)
Assigned (profile pic)
Dates
Status (R-Y-G)
Comments

Action Items List View

Each Action Item Icons:
dropdown (dropdown list)
Circle icon link to details
Title of Action Item (opens dropdown with detail summary)

Each Action Item Dropdown:
Edit Action Item
Move Up
Move down
Mark Accepted
Mark Complete

Single Action Item Details

Action Item Details
Update Status icon
Summary
Assigned to
Status
Checklist
R-Y-G (indicate status)
Mark (accepted/completed/offered/skipped)
Attachments
Linked Topics
Linked Meetings
History & Accomplishments

Options:
List Action Items
Edit Details
Record Accomplishments

Edit Details Pop-up:

AI Status
Status
Checklist
R-Y-G
Due Date
calendar link

Assignment
Assigned to
Checklist
State change
[pause] until
[date field]

Details:
Synopsis
Description
Task Area
Labels
Start Date
Due Date
End Date

Options:
Create New Task Area
Action Items View
Status List View

Task Areas & Work Groupings
Icon (edit task area) > popup
icons: move up/down
Name
Assignee
R-Y-G (circles)
Status

Decisions Section

Options:
Create New Decision

Decisions List

Each Decision:
dropdown (dropdown list)
Decision number (page up/down)
Name of decision & review date
with description

Each Decision Dropdown:
Edit Decision
Advance Review Date 1 Year

Single Decision: edit popup

Edit Decision
simple text box w/ rich text editor

Decision Details
Created Date
Review Date
[Delete Decision]

If a decision would not have a review date - such as the 2021 budget, or a one-time payout of funds - can there be a way to override the need for a review date? It would also be nice to be able to either link to a document, or directly upload a document into the decision.

Email Section

Options:
Email Prepared
   (default view)
Email Sent
   (different view, same (basic) info)
Create Email

List of Emails for Workspace

Each Email:
Profile image of sender
link to email with subject line
State
Date

Single Email Open

Options:
Save Changes
Send Email

Preview of email:
links to: sender,
workspace, meeting,
documents, etc.

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