

## Overall Requirements:

- Login functionality so every member can have their own account associated with them (access control) (RIT login)
- Three web interfaces - one admin page & one external for members, Alumni Page
- One database
- RIT EMS (Event Management System) and CampusGroup information importing
- Need a server to host the websites and database (RIT Services)

## Requirements for Login:

- Will redirect users to a standard RIT Shibboleth login screen
- Account Creation (These are different fields we would want users to fill out when they make an account for the first time):
  - Will need to fill all these fields out when logging in for the first time and has a desire to become a general member in the organization
    - Name
    - Personal email - optional (have opportunity to change later)
    - Phone number - optional (have opportunity to change later)
    - Pronouns
    - Gender - optional (have opportunity to change later)
    - Race - optional
    - Major - make sure to be dropdown of all GCCIS majors w/Other fill-in & multi-select (have opportunity to change later)
    - Degree program: Bachelors, Masters, Combined Bachelors & Masters (have opportunity to change later)
    - Expected graduation date (have opportunity to change later)
    - T-shirt size (have opportunity to change later)

## Requirements for Member Page:

- 'Home' page
  - If logged in:
    - Can see their active membership status
    - Can see a calendar view, or list, of all events occurring
      - For each event, members will be able to record attendance by way of scannable qr code
    - Website shows them if they are an active member and fulfilled all requirements
    - Website shows them if they aren't active yet, what else they exactly they need to do to become an active member
      - a percentage sign of how close they are, saying how many many more meetings they need to attend. Once they have reached the

minimum requirement for meetings, show the bar as full and green.

- Website shows them what swag they get once they become an active member depending on how long they have been active & what swag there is in general
- Can report if they are on co-op/study abroad/on leave of absence/class conflict
- Blurb of active membership requirements under all of the percentages

## Requirements for Admin Page:

- Admin Roles:
  - Super-Admin: WiC Director (Lana Verschage)
    - Has the special privilege to make members admin or revoke adminship
    - Has the special privilege to create and remove committees
  - Admin: Logistics Head
- Being able to see every single member's overall active membership status
  - Being able to click on a link beside their name to email them directly
  - Ex: Being able click on the accordion - like box of each member to expand on and see all of their requirements, what they have been to, what they need to do, and all of their personal information
- Being able to filter the viewing of members:
  - Alumni vs. current student
  - Semesters/years of active membership
  - Active vs. not active
  - Major
  - Expected graduation semester
  - Everything else that can be filterable including by if they are an active member or by how many times they have volunteered.
- Having an executive decision to give a member active membership status (ex: if they are on co-op, study abroad, e-board, etc.)
- Having an executive decision to modify or overrule attendance as they see fit
- Being able to import/upload a CSV file of volunteering attendance, attendance, event attendance that it can sift through and go through the data
- Inputting how many meetings, social events, volunteering opportunities there are total, in order to figure out the requirements
- Tracking what member was on e-board for what semester
- Being able to generate reports:
  - Total active members
  - Demographics
  - Meeting attendance
  - How many active members for per each active membership year (so we know who to give what swag to)
    - Ex: list of people who have been active for one year, people who have been active for two years, etc.

## Requirements for Database:

- Member
  - All the information that they created their account with
  - How many semesters someone was an active member
  - If a member is on co-op/study abroad/on leave of absence
  - What members were on eboard for what semester
  - Alumni vs. current student
- Tracking attendance
  - Tracking how many General meetings each person goes to
  - Tracking how many committee meetings each person goes to
  - Tracking of social events attendance
  - Tracking of volunteers at different events

## Major Deliverables & Milestones

1. Domain Model
2. Database Hosting & Web Server Hosting - Sprint 1 (Oct. 8 - 21)
3. Start of Construction of Database Sprint 1 - 2 (Oct. 8 - Nov. 4th)
4. Start of Construction of Website Sprint 1 - 2 (Oct. 8th - Nov. 4th)
5. UI Prototype Sprint 1 - 2 (Oct. 8th - Nov. 4th)
6. User Authentication Sprint 2 - 3 (Oct. 22nd - Nov. 18th)
7. Login Page functionality & Gathering User Data via RIT's Network Sprint 2 - 3 (Oct. 22nd - Nov. 18th )
8. EMS Data Importing Functionality Sprint 2 - 3 (Oct. 22nd - Nov. 18th)
9. Home Page
10. Admin Page
11. Alumni Page

### Senior Project Deliverables:

1. "Why is Our Project Important" Short Video (11/29) Sprint 3 (Nov. 12th-26th)
2. End-of-Semester Presentation (12/11) Sprint 4 (Nov 26th - Dec 10th)
3. End-of-Semester Project Review Document & Retrospective Meeting (12/13) Sprint 4 (Nov 26th - Dec 10th)

## Communication and Stakeholder Management Plan

Even though we have a selected Sponsor Communication Lead, everyone has access and can detail and important information regarding the project as well as ask questions. All communication is done via Slack channels. One for private team chats that includes the team

and our Coach, one for general updates, announcements, approvals from the team for the Sponsors, and one for general questions from the team for the Sponsor - or vice versa.

Our Trello board has a list of questions and priority tasks and deliverables that we all track. The Project Manager of that sprint will be responsible for prioritizing the list in accordance to the desires and needs of the Stakeholders.

## Risk Management Plan

- Will continue to go through 4-ups at the start of the work week (Tuesday Sponsor meetings).
- Will update risk status on the next general meeting on Thursdays
- Will update on risks throughout the rest of the days with messages in Slack with general team members and coach, and Sponsor