

The Government of Seoul has asked for a software package to automate meetings of their expert committees. The survey of the committee members has resulted in the following specifics.

Department: A department is a part of a larger organization and can be organized around a number of different parameters such as function. Departments in a company include Human Resources, IT, Accounting and Finance, Marketing, Research and Development (R&D), and Production.

Committee: A committee or commission is a body of three or more people subordinate to a deliberative assembly. A committee can span across multiple departments and each department that have been invited to a committee can nominate their committee members.

Committee member roles: Each member of a committee needs to take on one of the following roles:

- **Chair:** The chair conducts the committee meetings and guides the committee through the agenda items.
- **Secretary:** Secretary is responsible for ensuring meetings are effectively organized and minuted and maintains effective records and administration.
- **Members:** They are responsible for ensuring that all decisions are taken in the best interests of their department and that their role is carried out effectively. Their participation in any meeting is compulsory.
- **Guests:** Committee visitors that can attend meetings, join discussions and influence decisions that affect the meeting agendas.

Meeting agenda: An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. The other items that need to be included for a meeting are as follows:

- Topic of discussion for the meeting.
- The department proposing the topic.
- Related attachments for the topic in form of documents.

New topics can be added to the agenda after the start of a meeting and some topics can be postponed during the meeting.

Decisions: The outcome of the meetings are documented as decisions on the agenda. The decisions are either classified as normal or confidential. Each decision can cover one or multiple topics of the meeting agenda. Each topic on the agenda can also result in multiple decisions as well. Each decision must include the 5 Ws (and 1 H) listed below:

- **What:** The full description of the subject of the decision.
- **Why:** The reason and importance of why the decision is made.
- **Where:** The scope where the decision needs to be applied.
- **When:** The deadline when the decision has to be implemented.
- **Who:** The department or departments that execute the decision.
- **How:** The details of the process of executing the decision.

Upon successful implementation of the decision, the secretary should be able to enter the date, results, and the supporting documents into the system.

Minutes: At the completion of every meeting, the secretary is tasked to summarize what has gone on in the meeting in the system. The following is some of the items that need to be documented:

- Location where the meeting is held.
- Date of the meeting.
- Time of start and end of the meeting.
- Committee members who are meant to attend the meeting.
- Members present and absent in the meeting.
- Guest invitees to the meeting.
- Meeting agenda.
- The decisions of the meeting.
- The relation between the decisions and the topics in the meeting agenda.
- The next meeting location, time, and date must be registered.

The administration has asked the following reports be made available for all the meetings and committees:

- The location that most meetings have been held.
- Empty time slots available for all locations.
- Members of each committee that have been absent in their meetings grouped by their departments.
- List of unimplemented decisions within the given timeline.
- Ratio of implemented decisions in the given timeline for each committee.
- Number of decisions for each classification.
- The involvement of each of the departments in the committees including:
 - The number of committees.
 - Number of agenda requested.
 - Participation in implementation of decisions.
- Details of committee members including their full name, phone number, department, and committee role.
- Details of guests invited into committee meetings including full name, phone number, position, reason for invitation.
- The most common time the meetings of each committee is being held in every month.
- The topics which have been removed from meeting agenda.
- The ability to search in the attachment names for meeting agenda and decisions and downloading them.

After reading the description you are required to produce:

- Entity Relation Diagram including all entities (tables and fields) and their relationships.
- Wireframe diagram for some of the functionalities the software package provides:
 - The “Decisions” section of the software needs to be prototyped for the desktop platform.
 - The “Minutes” section of the software needs to be prototyped for the web platform.
- PowerPoint Presentation that describes how the software works.