Summarized Customer Notes

1. Project Team Members
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2. Background

   The Canadian Engineering Education Association / Association Canadienne de l'éducation en génie (CEEA-ACÉG), including the Engineering and Humanities Special Interest Group (SIG), holds conferences once a year and meetups (roundtables) monthly or bimonthly, and they don't currently have tools for in-depth, consistent, and sustainable communication channels over their conferences and meetups. They require a platform that facilitates the communication channel, member networking inside and outside the organization, bilingual support, and an information exchange portal for engineering educators.

3. Reason for Project

   The purpose of this project is to improve communication and cooperation between academics, instructors, and professionals working in the field of engineering education, especially the Engineering and Humanities SIG members within the CEEA-ACÉG. To achieve the SIG's objectives, the team is required to design an online platform prospecting some features like networking tools, bilingual support, event advertising, information exchange, member-only areas, user-friendly interfaces, and building relationships within and outside of the SIG with the ultimate goal of advancing engineering education in contexts related to the Engineering and Humanities.

4. Important features
   - Easy to use and user-friendly interface,
   - Minimizes the administration work (because all the members are busy),
   - Bilingual support,
   - Event (Conferences, meetings, and roundtables) advertising,
   - Information exchange (e.g. research interests),
   - Member profile management tool,
   - Networking tools for inside and outside of the CEEA-ACÉG.

5. Questions, answers, and other relevant information from the first customer/team check-in
   - How are the membership credentials gotten? (possibly automated way?)*

- If the members' credentials to be collected automatically is not feasible for now, what do you think about one of the members (one of SIG group members) proves that a member joins as the CEEA-ACÉG member and the SIG group.
  They don't want to have a manager role member, the requirement is only switching the membership availability temporarily.

- Would you like a subscription-based membership account access?
- Can you prioritize the important features we listed above?

- Are you building a new platform that is independent from the CEEA-ACÉG website, or a sub-domain platform of it? **They need a standalone platform. Dependent from CEEA.**

6. Client FeedBack Summary
- Bilingual support exclusively for French and English languages.
- Implement regular sharing of updated member details for the login and sign-up processes.
- Eliminate the necessity for admin/user approval of other member requests, as this application caters solely to selected CEEA members.
- Emphasis is not placed on features like liking and sharing.
- The application should function as a standalone entity.
- The inclusion of a commenting feature is considered desirable.
- Avoid incorporating specific color themes.g tools for inside and outside of the CEEA-ACÉG.