**OUR MILESTONES**

- Focus on step by step procedure. Taking a look one page at a time:

* Main page (the living room);
* Create event & event organization/details;
* Managing events & organization tools;
* Sign up process;
* Profile page;
* and so forth...

- We need to focus on the organization part of our platform.

* Provide better tools to the organizers.
* We must be different than other sites’ features, styles, themes, arrangements and keywords. We have to be unique than the rest to avoid lawsuit against copying other platforms.

- Differentiating how many number of listing to be displayed per category of events depending on the screen size such as PC, tablets or mobiles.

- Make more screenshots, specify frameworks & use better keywords. Make it easier for Cres Jie to understand. Cres Jie will create access to editors for writing and editing web contents.

- FYI. We delete credit info as per client's transaction. Paypal and other online card payment

- Send the materials and subjects very soon or at least a day before the meeting.

**MAIN PAGE, THE LIVING ROOM (HOMEPAGE)**

- Search engine for gighubbers, events, artists/groups, company/organizations, and even locations, which is included at ticketfly.com. Or, another search to look for a gighubber and another search to look for an artist or entertainment organizations.

- What are the contents of each view? The organizer’s view, the general gighubber’s view and the unregistered view. The answer is, the same view for all.

- What can gighubbers view from other gighubbers? First, we have to discuss the contents of a gighubber’s public view. We agreed for a name, image profile and country. As for the artist’s public view, it could be the name, image profile and a link to his/her website.

- We display the events by default according to the user’s location. We can use textbox form to type in location of any events. The default distance is within 10 miles from the user’s location. But he has option to search for another location. Ex. Events in San Francisco, Oakland, New York, Copenhagen, Manila or other places around the globe

- ALL EVENTS, is the default tab. Other Categories are: Concerts, Arts|Exhibitions, Festivals|Parties, Workshops, Diverse Events, Online Events and Calendar (of events). Events will be sorted by dates from the soonest. Category for Technology can go to Diverse Events for now. When demands get high, then we can add the Technology as one of the categories. As for Online Events, particularly international webinar event, will have a disabled location. Or, it can provide where the main location is held, as well as the date and time zone, but the attenders’ date and time zone will be automatically updated right where each is.

- EB has filter option by category, event type, price or date. But this could be an additional feature in the future.

- After a sign up process is the note of thanks for registration. From there we can suggest a registration option for artists, musical band/groups or entertainment company/organization. Or remind, them that they could come back anytime to register. So we create a page under their account, for safety and order purposes. Perhaps we can call the page ‘gighub site’, or ‘gighubapp site’, or other applicable term. We can ask proof for registration of these artists and bands/groups. If they won’t provide, then we leave them to make the page. But if someone else will claim the page, they will have to present an evidence, authentication or verification like ID by sending email to gighubapp.com. We may ask further verification like pictures, concert tickets or the venue place of their gigs. So, there’s a possibility of transferring a group name to the rightful owner. We will take a look at the case and give the property to the rightful owner. We can write a resolution for identity issue or claiming a page, at the bottom page ex. FAQ under Help.

- Info news of other big events not registered at gighubapp, some blogs and the ads can be displayed and entered manually on the right side section (side bar) and narrower, so it will not destruct the main section - the events.

- We can suggest to gighubbers about creating a blog in the future.

**CREATE EVENT PAGE**

- The group organizer will be created inside the events. Creation of events is unlimited either public and private.

- There’s option for slogan or motto.

- Tag name is considerable and optional. It’s used for Twitter links, which is a trend in USA.

- Team can download pictures for promotion purposes besides event logo or poster of event.

- Successive Events. We provide additional calendar for dates and time frames according to the number of successive events. Angel suggested to look into the Google Calendar’s approach for repetitive events. Cres Jie will figure out the possibility of API or other concise approach applicable to our feature/system. In general, it’s best to integrate with Google Calendar and other social media means like Facebook, Instagram, Twitter, G+, LinkedIn, Pinterest and others.

- RSVP tab details. Improve and differentiate between the organizer interface page and how it would look like after setup which will be the gighubber’s interface page - It’s clearer this way. Organizer’s setup page include – available for guests, calendar, how many guests, no guests allowed, contact organizer, things to bring, remaining spots, enable waiting list, RSVP confirmation and the rest. While users – Attend or decline, fixed date, number of guests and other info. Moreover, explanation/instruction to the organizers about the reminder which people who will receive an email regarding the event like sending people email who already have responded yes about the event ‘s info, time and place. While the contacts who has not responded yet will receive the follow-up about the event. If the RSVP date is due, then it is disabled and they will be prompted to contact the organizers. On the other hand, mobile application is an advantage for the user. The organizer on the other hand will need a bigger screen. As for event reminder, we can use phone numbers for email reminder if users will provide. Fee will be charged for the SMS reminder feature.

- Private setting during the creation of event. We decided that if the event is private, we allow it to be shared via Facebook, Twitter, LinkedIn or other social media means except the email to avoid spam incidence. Or, by invites only through our site… The people who have no gighubapp accounts could still see the event’s info but they will be prompted to register to be able to join the events. Else, if providing an option for them to contact the organizer is recommended, then we can look into it.

- Private Events. Event organizers will have option to display their private events with public description in the public list. They can decide which information to display.

* + Only people who are registered can see all private events opted by organizers to be displayed. They just have to click the button ‘Invite Me’ or similar to contact organizer that they want to join.
  + People who have no gighubapp accounts but have link may see the public description of the private events. *Is it possible to program the link to be accessible only one user?* But in order for them to attend, they will be prompted to register to gighubapp. Then they can click the button ‘Invite Me’ to the event, (or (apply for a code) and write to the organizer why they want to go to the private event.
  + Create a notification for the admins if there are private events created so we know if they are legible or not good for the public. We can charge for exclusive private events. We can limit the code strictly for one person for private events. However, ‘Invite Me’ button or similar is most likely to be implemented to allow communications between user and organizer. The organizer can decide to admit or decline. Policy and term is very important issue to consider. Else, create button for ‘Report’. It’s better to use Inapppropriate than Report.

Create a notification for the admins if there are private events created. Policy and term is very important issue to consider. Else, we provide button for ‘Report’ of any issue. It’s best to exclude the Message feature in our site to avoid Spam mails use of our site. Share the event via Facebook to those connections who are not a member of the gighubapp. The artist or gighubber could send message via their personal mails or website for their connections to register at gighubapp. Store data in the backend related to the event or organizer.   
*For later phase: Private events can remain private in our gighubapp site. At the beginning it should be free. Later on we can make a different setting if it will become a hit to the public. We can charge for exclusive private events. ‘Invite Me’ button may also apply and the organizer can decide to admit or decline. It could also be applied on any of the different accounts perhaps, the gold or platinum.*

- Whereas, the public events have option to be posted or shared in FB, g+, in, P, Twitter and social networks using the event link.

- Group Gallery from/after events. Pictures can have comments and icon for Like and Inappropriate. Inappropriate picture can be something that was not from the event. We can hide Inappropriate counts from the user, perhaps 1 count, then it can be decided for removal of a picture or not.   
- Share event’s link to to other social network.

- Like button for events, can be added in time as the project progresses.

1 - EDIT tab

- Tips or Help (*i)*, included as guide what to do in a section.

- As for event description, FAQs or following suggestions are made like age limit or if ID is required, transportation or parking information, if ticket is transferable, contact organizer, or a registration can be edited or updated.

- No need for reset of location and time, as it’s already automatic in our site. This is very useful for online event like webinars.

- Scheduling of successive events, like workshops. We can use Google Calendar API for this.

- Ticket names are general admission, guest, VIP, special seats etc. Or, it could be - Ticket type? Then there's option for seating reservation. Donation ticket is a way to provide donation like support others who are sick or perhaps for fundraising? If it’s a free event with a speaker, the donation ticket money goes to the speaker.

- If the event is private, it can be allowed to share it via Facebook, Twitter, LinkedIn, G+ & other social media network. The invites who are not a member will be able to see the public view but is prompted to register to see all the details opted by the organizers.

- Of course, we show how many tickets are remaining.

- Should the event required to have a topic? Perhaps for safety purposes. We can consider this in the future if it’s applicable.

2 - DESIGN tab

They have 10 themes. As a start, we can have at least 3 different themes for the user to choose from.

3 - MANAGE tab

- Ticket Order Form. We don’t include this in the creation of event feature, to avoid time consumption.- The ticket order forms for Information collection of tickets will be done here. There's order options like type of collecting information if it's a buyer or each attendee. We can use the automatic fill-in of information if the attendee is a member of gighubapp. Anyhow, information to be collected are full name, email address, birthday to find out the age, if there's age limit. Then optional for phone, home, business etc. and if the event accepts refund request. Option for Reserve a Seat.

- Confirmation message to those who bought tickets.

- Check how many attendees are coming and who they are. and option to send them emails for reminders If we display how many have visited and demographically checked the events.

- Registration session option on how many minutes then session expires.

- Discount codes

- if Analytics is to be included

- We can also send an automatic email reminder to the invited about a particular event.

- Email reminder or information for marketing or promotion regarding the event. Go to the manage event tab.

4 - BOARDROOM, the Meeting room:

- Use Subjects for topics instead of Agenda.

- Subjects has a link to TO-DO-LIST feature. To-Do-List doesn’t have to be shown. A button for it is provided when needed on one particular subject/conversation. To-Do-List can be displayed when needed.

- When the planning and organizing of an event is done, the organizers send out Invitations to the mailing list which are the members of the group. It can also be shared to Facebook, Twitter, LinkedIn and Google+..

- Option for calendar (integrate Google, Yahoo or others) for scheduling of the organizer’s next meetings.

**-** Regular/Standard free account has 4 team members of the organizing team. Silver account ($5) has 5-8 members with additional features. Gold account ($8) has 9-12 members and more features. Platinum account has 13-15 ($10) members with most features. No beta period, since it's already free with the regular/standard membership.

- Privileges by the Administrator. He can invite any of his gighubber contacts to be part of the organizing team. The main privileges are:

* Administrator has all the privileges. He can give or limit rights/privilege to the members of the organizing team. Give another team member an administrator privilege, i.e. change settings of events or delete an event.
* Edit the event’s title, picture and other details.
* Add or remove members of the organizing team. He can remove one member to be able to add another member so they can stay on the standard free account.
* Send information about an event, i.e. email gighubbers, share in Facebook and other social media networks.
* Send messages/information to the rest of the organizing team.
* Plan and decide to accept more attendees/guests if RSVP date is past due.
* Post pictures for Gallery Album. Edit and approve pictures uploaded by the gighubbers, who attended the events.

**MY PROFILE’S PAGE:**

- As for our Profile pulldown menu, we can add up Manage Events and BOARDROOM. Or, not needed if we have Draft Events found at the Profile’s Page.

- Live Events for Current Events. Past Events for Previous Events. Progressive Events could either be Draft Events or In Progress Events.

- We call the users, contacts/friends --- gighubbers.

- Organizing Groups will belong under the creating of event. Thereby no need to display the list of the user's groups. We don't need the option for creating Group because the Group is inside/under Events. It’s the individual user/administrator who creates the group, the organizing/planning group under Events. However, creating of group can be in the future. But what if a music band like ‘One Direction’ or an artist would like to have their own group and not under an administrator or user’s group? Creating a band does not include artists. Groups can be applicable for both band and artists. Then a button for subscription or following. Let’s refer to Facebook for a better profile/section for artists and bands. Moreover, a company might host an event, so where should the company register?

- Friend/connection request to be approved by the requested user/gighubber.

- We could apply description or slogan under name. As for mood/post, we can place it close to the user’s profile image for public display. Refer to the image on the Image folder for Jan. 6, 2016 meeting.

**USER’S PUBLIC VIEW**: What can user view from other users. First, we have to discuss the contents of a gighubber’s public view. We agree for a name, image and country. As for artist’s public view, it could be name, image and a link to his website. Another search to look for a user and another search to look for an artist.

PROMOTION:

- Promotion (ads) will be located at the right side of a page. To remove bad ratings, one has to pay. Payment can also be done to take down an event. But we are not saying we're doing it. Just for information’s sake.

CONTACT US

- Section for Feedbacks under Contact us

OTHERS:

Does deleting own’s user account a good idea?

Other reference: <https://www.signupgenius.com/>