

# Requirements from the Mentorship Leadership Team

## Requirement Sourcing

We used a google form which we sent out to the team to collect information on what features they may want. The responses can be viewed under the csv file 'Automating Our Lives - Requirement Gathering (responses).csv'. The live form can be viewed online [here](#).

## Feature: Login/Logout

- The user must be able to login with username and password
- The user must be able to select remember me and have his/her credentials remembered across multiple sessions
- The user must be able to change his/her password

## Feature: Admin Dashboard

- The admin dashboard is the interface in which admins can add and remove users (registration feature), upload data (database feature), and view requests to connect with mentors.

## Feature: Registration (part of Admin Dashboard)

- The admin must be allowed to add/remove users through the interface
- The admin must be allowed to add/remove other admins

## Feature: Database

- The user needs to be able to enter multiple person/s into the database: either as a mentor, match, or mentee using an uploaded csv file, preformatted with headers as the first row.
- The user needs to be able to manually (front-end) enter a new person into the database: either as a mentor, match, or mentee.
- The user needs to be able to subset the database by given conditions
- The user needs to be able to download subsetted pieces of the database tables into csv files with preformatted headers.
- The user needs to be able to find information in the database, even if it has mistyped part of the query

- The user needs to be able to click-on an individual mentee or mentor and view their information and match status.

## Feature: Mail Merge Functionality

- The user needs to be able to send mass emails using the email addresses in the subsetting table
  - The user needs to be able to send mass emails to the people registered in one or several tables
- The user needs to be able to view and select one of their gmail drafts to send to the list of email addresses pre-selected
- The server must replace any <<word>> keywords in the email which correspond to a column name in the preselected table during a mail merge
  - Ex: Dear <<First Name>> needs to be replaced by the First Name column for each email sent

## Feature: Submit a Request to Connect with a Mentor

- There should be a public URL in which anyone can submit a request to connect with one of the mentors.
- Users will do the following
  - Select a mentor from the display dashboard
  - Enter his or her's name
  - Enter his or her's email
  - Enter a reason for connecting with said mentor
  - Submit Request
- This request will go to the admin dashboard for processing

## Feature: Display Program Statistics

- The front-end should display program statistics based on the uploaded data. These include but are not limited to:
  - Number of different nationalities in the program
  - Male to Female ratio in the program
  - Industry Breakdown
  - Major Breakdown
- The display should be interactive allowing users to query based on mentors, mentees and specific subsets of mentors and mentees.

## Feature: Suggested Matches

- The server should generate a suggested pairings once the mentor and mentee pairs are uploaded to the database
- The user must be able to request these suggested pairings and provide required inputs such as:
  - M/F ratio
  - Emiratisation percentage
  - Number of mentees per mentor
- The user must be able to store the suggested matches in the database upon request after viewing suggested matches in the interface.