# Ministry Planner

## *Wazaza team*

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# Project Description

This product will help facilitate administration processes that surround ministries within a church context. This includes helping to plan out the roles that each member of a ministry will carry out during an event. For e.g, helping out to plan who is on duty for the worship ministry. The product will also include additional features such as resources (song lists, etc) as well.

By allowing leaders to create, edit and update events and who is on duty for that event, will help them reduce the time they take planning events and make it easier for members to have all relevant information related to the event they are on duty for.

# Requirements

## General Requirements
1. There must be a database that stores all the data. This includes users, events, event details, resources, etc.
2. There should be a home page that contains all other things a user can access.
3. The web app should be usable on both laptop and mobile
4. The app, both web, and mobile should be user friendly to account for older, less computer literate people
5. There should be a navbar at the top of the page for the web version which will contain any additional stuff such as profile (login/logout), songbook, etc
6. There should be a footer on the web version of the app
7. There should be a menu button for the mobile version which contains additional information such as about us, profile, etc

## Login & Auth
8. There should be different levels of access (ministry leaders, general team members, ministry members, etc).
9. There should be a login feature when going into the app. This will set the user's role and what they should see in the app

**Users**

10. Each user profile should have their name, email, and phone number
11. Users should be able to edit their personal data (name, email, etc.)
12. There should be an about us section which contains the church information
13. Users **should not** be able to edit their roles after creating their profile
14. Team members should be able to set when they are available in advance (e.g they can set their availability 1 month in advance)
15. Users should see the list of events they are assigned to on the homepage
    a. They can see the name, time, rehearsal time, a link to its resources, and the option to accept/decline for each event. (if they didn't accept/decline already via email)
    b. For the mobile version, there will be a button that redirects to the upcoming events for a signed-in user
    c. Have my upcoming events on the home page for the desktop version

## Planner Page
### General

16. There must be a page that has a list of cards that shows the list of events for a specific ministry
    a. Mobile → display one then have arrows to go to next and previous
17. This page should be changeable based on what ministry it is (each ministry will have a different planner page)
18. The add event button will show a popup to add basic info of the event (event name, and description)
19. Events should be editable per entry (card)
20. Having a filtering option that fasts forwards to this month (and then you can start scrolling from there). The default will be starting from the next event happening + 3 (so 4 events per page)
21. Consider implementing some default templates (Sunday service, custom service for e.g) for worship leaders to use
22. There should be a separate interface for ministry leaders to set what roles are needed for their ministry (this includes adding, editing, and deleting roles)
23. For each role, multiple members can be added to that role and a specific tag

can be assigned to that team member for that role

24. There could be a way to edit the view of the events page (cards vs table)

**Event Card**

25. Each card should contain the event name, event date, team members, and additional info for all ministries
26. Ministry leaders must be able to assign which team member will fill a role for an event (e.g a dropdown of all available members for this role for this event)
27. There should be an edit button (pencil icon) that allows Ministry leaders to edit the details for that event
    a. There will be a dropdown at the bottom of that card section for each role and a text field for the ministry leader to select the user and what tag they will have. (e.g Darren - Guitar 2 for the guitar role).
    b. There will be an 'X' next to each added team member
28. Headers for the event planner should be: Event Name, Date, Team list (customizable), for worship → [rehearsal, resources]

## Worship Ministry

29. There should be a section for rehearsal time on the event card which contains the time and place for the rehearsal
30. The rehearsal times should be editable by worship leaders
31. There could be a reminder that is sent a couple of days before the rehearsal time to all members on duty for that event (could also send a reminder for the event itself)
32. There should be an email/message reminder/alert sent to all worship members, reminding them that they are on duty for that week.
    a. In that alert, there should be a prompt that lets them say whether they are still available for that week or not. Availability is then relayed to the worship leader
    b. The number of days before the reminder is sent could be customizable

**Resources**

33. There should be a button for each event that redirects to a resources page for that event
34. There should be an option for worship leaders to set polls for a preferred

rehearsal time (in the resources page for that event)

35. The worship leaders should be able to add, edit, and delete resources. This includes Song Lists, Links (youtube, etc), Pdfs to download songs, etc.
    a. In the future, it should have the songs sheets instead of having pdfs where users can change the keys, etc.
36. It should also include any necessary useful information about the event
37. There should be a chat feature that allows members to interact with ministry leaders so they can relay any necessary information or can be contacted

## SongBook Integration

1. Worship leaders and admins should be able to add new songs to the songbook
2. Songs should be able to have a transpose feature that allows users to change the key of the song
3. Worship leaders and admins should be able to edit songs lyrics and chords

# Milestones

Milestones will generally be around 2 months in length

## Milestone 1.1 - Creating the first iteration of the planner

For the first milestone, we are creating a basic webpage with the essential features of the planner app. This includes:

- Creating a backend with a working database (MongoDB) using node.js
- Creating a homepage with all necessary components (header, footer, etc)
- Creating the planner page which has all the essential functionality
  - Being able to display page, edit page
    i. Having working dropdown (having hardcoded test values for users and roles for now)
    ii. Adding a new event
    iii. Resources (have a resources button that redirects to a blank resources page for now)
    iv. Adding new roles

## Milestone 1.2 - Working with users and resources

Implement most of the user-related features such as upcoming events, user profiles, login, etc as well as the basic implementation of the resources tab.

- Implement user actions
  - Roles,
  - Profiles etc
  - Sign up/login (creating a user and allowing a user to login)
  - Team list page
  - Upcoming events for each user
- Resources implementation
- Email notifications

# Milestone 1.3 - First beta release

Work to create a first deployment version of the app that can be used by the worship team.

- Hosting the app online
- Demo with Lendel & other worship leaders
- Testing of all created features

# Milestone 2.1 - Finishing up resources and emails (Part 1)

This milestone will focus on adding more functionality to the mobile app. This will include:

- Adding more resources functionality
- Implementing the other pages, such as the about page, etc
- Implementing the reminder feature (sending emails)

# Milestone 2.2 - Implementing more features (Part 2)

- Adding login feature and users (and roles), authentication, etc

# Milestone 2.3 - Deployment of 1st version of the app

This milestone focuses on all activities required to deploy a first iteration of the app

# Milestone 3 - Songbook Integration

This milestone will focus on adding the functionality to see song lyrics and chords from the app itself. This includes:

- Adding new songs
- Being able to change the key of the song

- Being able to edit songs
- Adding songs themselves instead of links in the resources page

# Database Structure

- **Users**
  - userID
  - Name
    - First Name
    - Last Name
  - Role
  - Ministry (worship/welcome, etc)
  - Phone Number
  - Email
  - Password
  - Assigned events (**ref:** eventDetails schemas)
- **Events** (list of all events)
  - ID
  - Event name
  - Description
  - Time/date
  - eventDetails
    - Type (worship, sono, welcome, etc)
    - eventDetailId (links to eventdetails)
- **Worship Event Details \*\***
  - Id
  - Team List (array of team members and their roles
    - Role ID (the name of the role)
    - Role name
    - Team Member (**ref:** User)
    - Team Mapping
      - memberId
      - tag
  - Rehearsals (array of rehearsal times)
    - Timestamp
    - Location (string)
  - resourceId (Links to resources data)

- **Roles**
  - Id
  - Name
  - Ministry
  - Description (optional field)
- **Resources**
  - Id
  - Event ID (link to worship event details data)
  - Song list (array of songs in string format)
  - Links (array of links)

** (there will be more stuff like this in the future for other ministries)

# Tech Stack

- Prototyping: Figma
- Process Tracking: Trello
- Documentation: Google Drive/Docs
- Version-control system: Github
  - Frontend: React.js
    - Material UI
    - Grommet
  - Backend: Node.js
- Database:
  - MongoDB

# Useful Links

- [Jamboard](#)
- [Figma Prototype Simple](#)
- [Figma Prototype Light](#)
- [Github Repo](#)
- [Trello](#)

- [Ministry Planner](#)