Help Document

For

minute\_taker

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# FAQ

# 1. What is minute\_taker?

Minute taker is an application designed to give minute takers a tool to input data from meetings into a database. Minute taker is a secure application that uses user authentication to protect their data.

# 2. Can I edit a table in minute\_taker?

Unfortunately as of now it is not possible to edit a submitted table, users should edit data before submission or resubmit it.

# 3. Can I upload files or pictures to minute\_taker?

No. You can however add links to these on your notes.

# 4. Can I filter meetings by title, topic, date, etc?

No. Meetings are automatically ordered by their ID number.

# 5. Can I delete another user’s meeting?

Meeting tables are user specific meaning only their creators can view and delete them. You’d need their login or access to the database to perform a delete action.

# 6. Can I create two accounts with the same email?

No. Emails are store as unique values on the database.

# 7. What requirements should my password adhere to?

Passwords are only limit by a length restriction, they need to be at least 8 characters long but no more than 12 characters.

# 8. What requirements should my email adhere to?

Short answer: Emails should include at least one @ symbol and one . Symbol.

Long answer: Emails have to adhere to the Internet Message Format(IMF) RFC 5322 Standard, which is a standard created to make sure emails have a valid sequence of characters. Any email that does not fit those standards is considered invalid.