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| --- | --- |
| **Meeting with client date:** | **Time:** |
| **9/10/16** | **10:00am** |

**Legend:**

**Red text – Were the original clients feature requirements**

**Green text – The new features that are either split from the original or came from grouping two smaller original features**

* Invites for users if low on volunteers for an event

Planner able to send emails to specific members, volunteers or sponsors

Planner able to send emails to group of members, volunteers or sponsors

Planner able to send emails to group of members, volunteers, sponsors about a specific event

* Way to track donations (with people’s donations assigned to them)
* Way to donate money through site

Member’ able to donate to event

Member’s donation history

Sponsors donation history

* Tracking volunteers and what they’re doing for each event

Sponsors can see a volunteer’s list

* Each row is a volunteer containing their contact details – phone number, email
* And what event they are assigned to

Planners can add new volunteers

Planners can assign volunteers to an event from the list – one volunteer can only be assigned to one event at a time

* Track events and their details

Member’s event tracking

* Members are able to see the events they are attending
* Members are able to see specifications about one event they are attending
* Members can see a list of available events – which they can register to attend

Volunteer event tracking

* On the volunteers account they can see the event page that they are assigned to
* If they’re not assigned on any events they are shown an error page

Planner’s event tracking

* Planners can view all the events they are planning
* They can plan up to 3 events at one time, they can add a new event if there’s an open slot
* They can create new events
* Planners can edit an events pages information – location, time, date etc.
* Contact details for event leaders on the event’s own pages

Each event planner’s email is listed on the events page

* User profiles for volunteers, donators, organisers

There are three types of accounts - Volunteer, member (a member can donate), planner

* They have to register and login to access their accounts and the accounts features.
* Tracking of expenses and finance in general (accessible by admins on the website)
* How many people are attending the events

Planners can track total finances

* Shown as a list of events, with each row being one event, containing its total cost, total donations, event ticket prices etc.
* Each row will show the events total attendees

\*All calculations are done in the database and only displayed on financial tracking pages

* General website features (about us, contact us, navigation, events pages)

Added as a homepage for the website – for unregistered member to gain info about organization and how to attend events. While the features above are for registered users, with the login feature linked from the homepage.

The following features are /were made into subsets of the homepage:

* Social media integration
  + Allow to share on Facebook via events page
  + FAQ section
  + Way to post comments on event pages
    - Used facebook extensions as comment section
  + Way to advertise for sponsor
    - Event page shows an image representing the sponsor

Unlisted features, but felt necessary to include:

Unregistered member can register as a member to start attending events

Planners can add new sponsors

Planners can:

* List out all sponsors
  + And able to see what event they sponsor
  + Able to see their contact details
* Able to track sponsors donation history
* Able to log sponsors donation (sponsors donations are done outside the website, due to large size of donation)

Edit account details

* All accounts can change their account details
  + First name, last name, email, phone number etc.
* All accounts can change their login and password

Volunteers can see a list of all the planners, with their emails and phone number

Deleted features

* Group messaging for organisers to co-ordinate specific events

Because this will most likely be done through external applications (text, messenger) and not through website. It will most likely not be needed.

However emails and phone numbers of planners is accessible by anyone who needs them.

On specific events page(s) the email of the event planner(s) is shown

Volunteers can see a list of all the planners, with their emails and phone number

* General mailings for all volunteers

If this is about physical mailings then, it is most likely done outside the website. As in the member will have to have access to the internet if they want to track events. However if this is about general updates about events it will most be handle by the email feature listed above.