



## **IU Committee**

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# Committee Management Software Proposal

## 1.0 Abstract

There are many committees across the Indiana University System. This project proposes to create a web-based committee management system that will allow committees to function in a more uniform manner, increase their productivity, and allow for greater transparency to the committee's work. This program will include features for scheduling meetings, managing committee documents and members, and allow the public to easily find committee meeting members, and minutes. Committee members will be able to upload committee related documents and vote on committee proposals.

## 2.0 Team Members

**Justin Ashdown:** Justin will be the database design engineer, making sure the database is correctly designed and implemented, as well as creating the appropriate SQL queries for use in the application.

**Eric Grounds:** Eric will be the lead code maintenance engineer. Assuring that all code submissions are functional, clean, follow project defined standards, and in line with the documentation.

**Joel Haubold:** Joel will be the lead documentation maintainer and editor of content. He will be responsible for assuring accurate documentation that is detailed and well formatted.

**Jared Short:** Jared will be the lead UI engineer, assuring that the application has intuitive, consistent, and clean interfaces. Jared will also be responsible for maintaining the team website and communications platform.

**Dung Truong:** Dung will be the lead testing and debugging engineer. He will continuously assure that all functions work as specified in the documentation, debugging and fixing when issues arise.

These are only general responsibilities. Each team member will take an active part in planning, designing, and/or implementing each phase of the project.

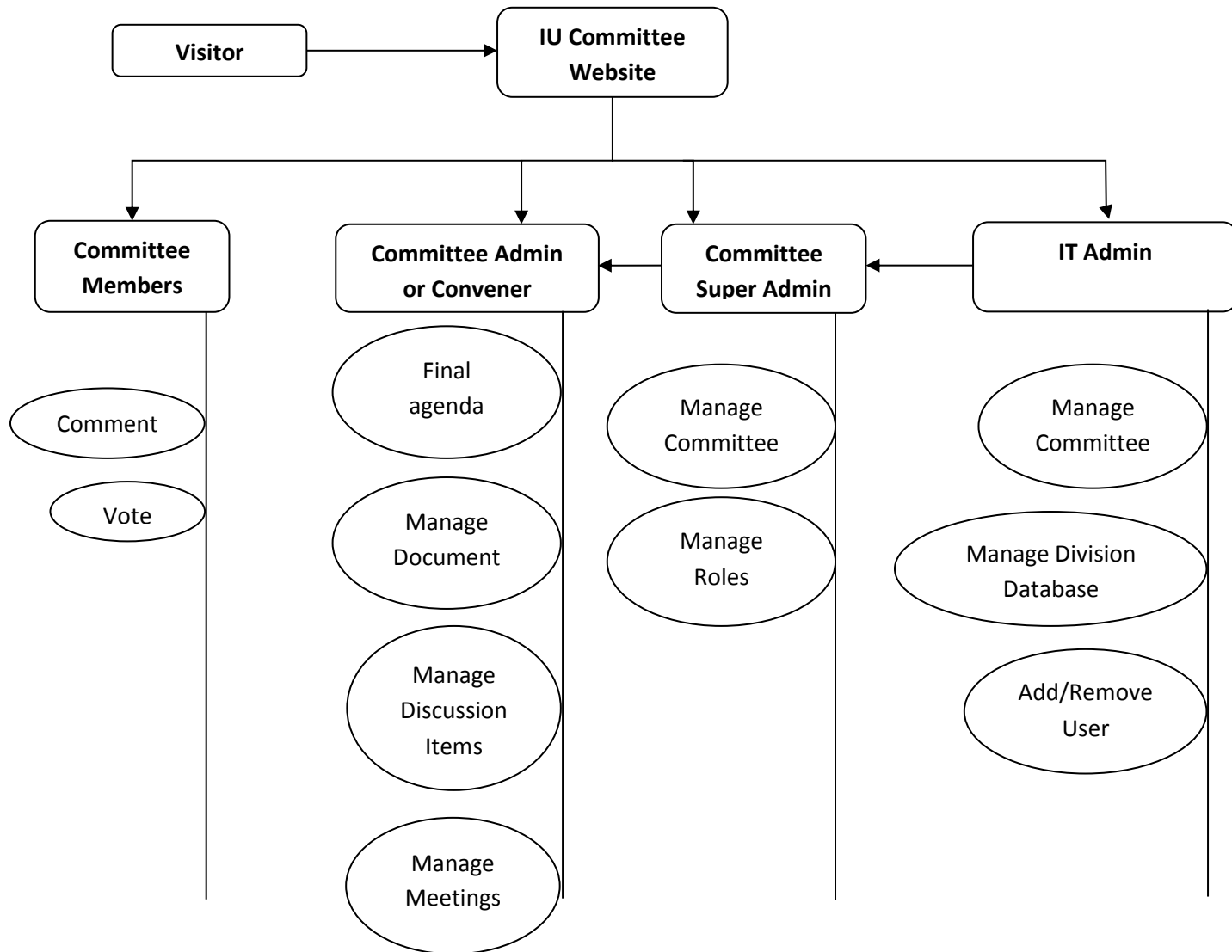
## 3.0 Meeting Schedule

The team will meet weekly at 2:30pm on Tuesdays, in the Schurz library. Extra meetings can be scheduled on Thursdays at the same time.

## **4.0 Proposed system**

This system will keep track of committees, meetings, members, and committee documents. The system will provide a web-based interface to access and modify committee information. Access control will also be implemented via different user roles.

## 5.0 Functionality



### ***Committees***

#### **Manage**

Management involves adding, modifying role, or removing a member from committee when they are appointed, elected, resigned. Also it includes the functionality to modify the charges and constitution of the committee.

#### **View**

Certain committee information will be available to the public. This information includes committee membership, meeting schedules, meeting minutes, and the committee's charges and constitution.

## ***Meetings***

Meetings are a central organizational point for committees. Providing an interface for easy access and meeting management will lead to better organization and committee efficiency.

### **Schedule a Meeting**

The Committee Admin will have the ability to add and remove a meeting and modify when a meeting is scheduled. Members will be able to view the set times.

### **Agenda**

Each meeting will have a proposed and finalized agenda. Only chair can add, remove, or modify final agendas or call for proposed item.

### **View**

Certain information about each meeting will be available to the public, including meeting minutes.

## ***Documents***

Documents are important for a committee to maintain. There are many types of documents that a committee can have. Providing a means to organize, access, comment and vote on documents will improve organization and committee efficiency.

### **Add**

The committee administrator can upload documents. Document uploads can be anything including but not limited to, Word documents, PowerPoint presentations, PDFs, and video/audio files.

### **Tags**

The committee administrator uploading a document will have the option to add tags. Tags help the committee to organize their documents.

### **Permissions**

Not all documents are to be publicly available. The committee admin uploading a document will have the option to make a document only visible to other committee members or if the document will be publicly available. By default a document will be made private.

### **Manage**

The committee administrator has the ability to manage documents. The parts of a document that can be changed are the tags, permissions, and file name.

## **Remove**

The committee chair has the ability to remove documents. A historical log is kept of documents that have been removed that keeps track of file name, who deleted it and when it was deleted.

## ***Discussion Items***

Each meeting can have many discussion items which have a title, discription, any number of related documents.

## **Comment**

Each member of the committee can make comments about discussion items. There is no limit on the number of comments that can be added. The committee administrator has the ability to disable comments for a discussion items if necessary.

## **Vote**

Only the voting members of a committee have the ability to vote on a discussion item, like a new policy change. The chair of the committee opens up voting and sets a close date and time for the voting on discussion items

## ***Search***

To increase transparency there will be a search feature for public access that will allow anyone to search for committees by name, parent organization, or by members. The search feature will also let the user find all the committees on which a certain person sits. Members of committees can do a simple search on the tags of documents and filenames of documents. Search results will only be returned

## ***Roles***

To manage access rules among users of this system, each user will access the software in predefined roles. These roles are: Public, Committee Member, Committee Convener, Committee Chair/Co-Chair, Executive Committee, and IT Admin. The committee roles only apply to the committee of which the person is a member. (E.g. if a person is the chair of committee, they only have the chair role with respect to that committee. If they sit on another committee as a member, they have the member role with respect to that second committee.)

## **Public**

The public will have access to the public page of any committee and be able to access any public documents associated with a committee. The public page includes meetings and a list of the committee members.

## **Non-voting member**

The non-voting members have all the abilities of the public. They also have to private and protected documents of their committee. They have the ability to comment on discussion items that belong to their committee.

## **Committee Member**

The committee members have all the abilities of the public. They have the ability to comment and vote on discussion items that belong to their committee prospective agenda. They can also search for documents that belong to their committee.

## **Committee Convener**

The committees Conveners have all the abilities of the Committee member. In addition to these they have the ability to schedule the first meeting of his/her committee. They have the ability to assign the Chair/Co-chair of their committee once the chair has been established. The Committee Convener is also a member of the committee.

## **Committee Admin (Chair/Co-chair)**

The committee chair and co-chairs have all the abilities of the Committee Member. They also have the ability to add, remove, and modify committee meetings, and they can also add, remove, modify, and finalize committee meeting agendas.

## **Committee Super Admin (CSA)**

The Committee Super Admin can create new committees and assign members to the new committees (including designating the convener).

## **IT Administrator**

The IT Administrators have the ability to add users, universities, campuses, schools, and units to the committee database. They also have the ability to assign super committee administrators.

## ***Reports***

In order to manage the IU Committee efficiently, the system also has ability to produce reports. Reports are only produced by some certain roles of the committee such as chair, co-chair, Committee Admin, or Committee Super Admin. It includes variety aspect of committee and activities of committee.

## **Produce and View**

Depending on the purpose of report, all requested information will be included in the reports. The basic information of report will be Committee name, chair, co-chair, members. Reports will be viewed by any member in the committee.



## ***Audit***

This functionality provides the ability for administration role to view any changes in the system. All roles that have administration privilege could view log files, automatically generated, in the system. The audit functionality would record list of actions below:

- Any change in role, member, and committee.
- Authentication, member, and committee activity.

## ***Notifications***

Notifications functionality provides a convenient method to help committee members keep track of committee business. The primary purpose of notification is to notify a member that there is a new discussion item that requires their attention.

## **6.0 Software needed**

This software will be written in C# and ASP.NET. The programming team will use Microsoft Visual Studio 2010 as its developing environment. The software will use Microsoft SQL Server for the backend database, IIS Server as webserver. Open source software will be used in this project.