

**11/02/2010 - 05/07/2011**

### Projects(1): Sandbox Event App

**Related Users(1):** Per Jonsson

|             | ID  | Name  | opened        | End date | Status | Priority | Label  | Created by  | Date modified | Est. Time |
|-------------|-----|---|---------------|----------|--------|----------|--------|-------------|---------------|-----------|
| <b>Task</b> | #38 | User list   | Apr 29, 14:24 | -        | Open   | Low      | View   | Per Jonsson | Apr 29, 14:24 | -         |
|             |     | Ambassador should see users from own hub by default Should be able to filter on hub   |               |          |        |          |        |             |               |           |
| <b>Task</b> | #37 | Hub model   | Apr 29, 14:20 | -        | Open   | Medium   | Model  | Per Jonsson | Apr 29, 14:20 | -         |
|             |     | Name of hub Country from dropdown One hub has many users (ambassadors) One hub has many users (members)   |               |          |        |          |        |             |               |           |
| <b>Task</b> | #36 | Add Hub   | Apr 29, 14:19 | -        | Open   | Medium   | Method | Per Jonsson | Apr 29, 14:19 | -         |
|             |     | Administrator should be able to add new hubs and attach multiple users to that hub as ambassadors (which would grant them ambassador permissions). Add hub method should include the fields of the hub model  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #35 | API Function  | Apr 29, 14:16 | -        | Open   | High     | Method | Per Jonsson | Apr 29, 14:16 | -         |
|             |     | API function for displaying events in hub Wordpress website including time, date and venue.   |               |          |        |          |        |             |               |           |
| <b>Task</b> | #34 | Hub Email Extract Function  | Apr 29, 14:13 | -        | Open   | Low      | Method | Per Jonsson | Apr 29, 14:13 | -         |
|             |     | Ambassador should be able to filter member list based on hub and other preferences and then export the email addresses to format that he/she can copy into gmail  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #33 | Event model   | Apr 29, 14:10 | -        | Open   | Critical | Model  | Per Jonsson | Apr 29, 14:10 | -         |
|             |     | Title Venue Date Time Street, City, Number INVITE_EMAIL_SENT REMINDER_EMAIL_SENT THANKYOU_EMAIL_SENT  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #32 | Event list  | Apr 29, 14:08 | -        | Open   | Medium   | Email  | Per Jonsson | Apr 29, 14:08 | -         |
|             |     | Should show all events that have been added Should show number of attendees of the event Should show INVITE SENT, REMINDER SENT, THANKYOU SENT states in list Should be able to click events for details  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #31 | Thank you email after dinner  | Apr 29, 14:10 | -        | Open   | Medium   | Email  | Per Jonsson | Apr 29, 14:10 | -         |
|             |     | Ability to send thankyou email to attendees of dinner. Should include link to some very simple feedback form. To: - (or visible email address if you don't include them below) Cc: ambassadors@sandbox-network.com Bcc: participants' email addresses Subject line: Thank you for attending the Sandbox Dinner in <place> Dear (potential) Sandboxers, Thank you for attending the Sandbox dinner in <place> yesterday! We hope you enjoyed the food and the conversations and are already looking forward to seeing you at our next event. Those of you who are not yet admitted to our selective community, please apply here: <a href="http://www.sandbox-network.com/join/">http://www.sandbox-network.com/join/</a> . We will also post some pictures and a blog post on our webpage soon; please don't hesitate to connect with the participants and others on our closed platform! Thanks and best wishes, <your name> |               |          |        |          |        |             |               |           |
| <b>Task</b> | #30 | Reminder Invite to Users  | Apr 29, 14:03 | -        | Open   | High     | Email  | Per Jonsson | Apr 29, 14:03 | -         |
|             |     | Ability to send reminder email from Event show page to users that have not yet replied. To: - Cc: ambassadors@sandbox-network.com Bcc: participants' email addresses Subject line: Reminder: Sandbox Dinner <location, time> Dear (potential) Sandboxers, we are looking forward to seeing you at the next Sandbox dinner at <location, time>. <add optional "friendly line"/additional information>. Best wishes, <your name>  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #29 | RVSP Model  | Apr 29, 14:11 | -        | Open   | Low      | Model  | Per Jonsson | Apr 29, 14:11 | -         |
|             |     | An event has many RVSPs States for attending 0 (NOT REPLIED) or 1 (NO) or 2 (YES) Fields with the relevant info as described on RVSP Page Volatile boolean for wishes to Skype 0 (NO) or 1 (YES) Text field for brings a friend to the event if user is member Tickboxes for reasons why not to attend (time does not fit me, i do not know anyone in sandbox yet, the theme does not fit me, other)  |               |          |        |          |        |             |               |           |
| <b>Task</b> | #28 | RVSP Page   | Apr 29, 14:25 | -        | Open   | Low      | View   | Per Jonsson | Apr 29, 14:25 | -         |
|             |     | For YES a few fields such as most exciting project, biggest challenge and how they can generally help should be filled in (this helps the seating arrangements and who else to invite). Also the user should be asked if he/she wishes to Skype with ambassador before the event (if possible) "Spend a small amount of time Skyping each guest before a Sandbox event. Understand current challenges and projects of each guest and how it may overlap with other guests. From this you can design effective seating plans." The form should also start with a "Is this still you?" section where user can update Company/Affiliation and other relevant fields. I currently live is an important field. If NO then mail should optionally ask why the person does not wish to attend for reference.   |               |          |        |          |        |             |               |           |
| <b>Task</b> | #27 | User model  | Apr 29, 14:25 | -        | Open   | Critical | Model  | Per Jonsson | Apr 29, 14:25 | -         |

|      |     |  |      |      |        |             |               |   |  |
|------|-----|--|------|------|--------|-------------|---------------|---|--|
|      |     | Username is email address Should include phone number Should include first name Should include last name Should include company/affiliation Should include hub(s) Should include current city and country Should include unsubscribed boolean 0/1 NO/YES   |      |      |        |             |               |   |  |
| Task | #26 | Pre-Invite Email to other ambassadors<br>Ambassador should be able to send a pre-invite mail to other ambassadors looking for cool friends to invite hong kong: sandbox dinner this thursday 20:00 do you have any cool friends in HK that we should invite?   | Open | Low  | Email  | Per Jonsson | Apr 29, 13:44 | - |  |
| Task | #25 | Invitation to users<br>Email subject should include name of event, date and venue Email heading should include name of event Location and date should be clearly stated Map should be clearly stated Email content should include the custom text that user entered when adding the event, if not then just include the standard Mail should include personally generated invitation link for every user in database, with option to say YES or NO. Either of them brings user to the RVSP page. To: <you> Cc: ambassadors@sandbox-network.com Bcc: participants' email addresses Subject line: Personal Invite to Sandbox Dinner at <place>, <date and time> Dear (potential) Sandboxers, I have the pleasure to invite you to our next Sandbox Dinner in <place> (<link to the restaurant on Google Maps>), which will take place on <date> at <time>. <Add a teaser (one sentence of the overall topic of the evening, for example "April's Fools", "Summer dinner"; exciting special guests; etc.)> Please find the bibliographies of the participants below <bibliographies> {and fill out a <google doc> (optional). } Please confirm your participation as soon as possible. You will receive a confirmation email with the name of the location a couple of days beforehand. Looking forward to seeing you there, <Your Name> _____ ABOUT SANDBOX Sandbox is a trusted global community where extraordinary young achievers under 30 come together. It's an inspiring meeting place where a selection of young thinkers and doers connect, exchange ideas, and get empowered. We organise events in the major global cities with the ambition to inspire our members with innovative content and challenging discussions. Via our closed online platform, we are connecting Sandboxers all around the world and provide a platform where those people get access to their peers, seniors, jobs, resources, and opportunities. For more information about Sandbdcx, visit our website: http://www.sandbox-network.com | Open | High | Email  | Per Jonsson | Apr 29, 13:54 | - |  |
| Task | #24 | Add Event<br>Should be able to fill in fields from event model A link to a registration form should be automatically generated   | Open | High | Method | Per Jonsson | Apr 29, 13:46 | - |  |