**Meeting attendee**

Michael, Xia Cheng, Yuxiao Shi, Nanxi Rao, Brandon Ge, Zhnegyuan Zhang, Ninu Latheesh

**Written by:** Zhengyuan Zhang

**Meeting agenda**

**Questions from the team**

**Q** What information we need to store for volunteers. (what’s the format of the csv to import volunteer information).

**A** Member information should just accord to the example data provided by the client

**Q** What information we need to store for team leaders and admins.

**A** No need information for team leaders. Just one user type.

**Q** What’s the difference between default hours and actual hours. How are we going to handle them.

**A** Default hour: ignore

**Q** How to calculate points for the on-water activities.

**A** 20 points to 3 hours of work. 7 point for one hour

**`A** 20 point per activity for on-water activities.

**Q** What’s the format of report? Any combination?

**A** Point for total based on the finical year, so we should have a date filter. Can just use the point management page with few filters.

**Prototype:**

* No need for functions in the event part
* Adding members:

Will import all the members at once, they may or may not assigned to (a) team(s).

The system should allow to assign members to teams and change to teams.

* There is no reward for achieving 100 points, only need to report part for now.
* Payment status is the category.
* Admin page:

Edit profile: change the name and email address for themselves(admin).

Member detail other than team is not allowed to changed.

Admin user can create another admin user.

**Next Step:**  
We will send a project deliverable document next Tuesday, which needs to be approved by Mike.