**Meeting Agenda**

**Date:** 02/08/2024  
**Time:** 1:30 pm  
**Location:** FTP company  
**Attendees:** Michael, Daniel, Abhiram, Ivy(Zhengyuan), Nanxi, Xia, Ninu

**Written by**: Ivy, Xia

**Agenda Items**

**General Requirements**

* **User Interface:** The user interface is not a primary concern.
* **User Roles:** The system will support two roles - Team Leaders and Admin Users.
* **Technology Stack:** React framework for the front-end and Django framework for the back-end; the remaining technology stack will be determined by the development team.

**Team Leader Features**

1. **Event Management:**
   * Team Leaders can create both on-water and off-water events.
2. **Volunteer Points Management:**
   * Team Leaders can record points for team members who volunteer in events.
     + **On-Water Events:** Points are calculated based on the type of volunteer activities.
     + **Off-Water Events:** Points are calculated based on attendance hours.
3. **Team Management:**
   * Team Leaders can add and delete team members.
4. **Member Information Access:**
   * Team Leaders can access basic information of their team members (name, email, membership categories).
   * Team Leaders cannot access the volunteer points data of their team members.

**Admin User Features**

1. **Account Management:**
   * Admin Users can create accounts for Team Leaders.
2. **Event Management:**
   * Admin can publish events
3. **Data Access and Reporting:**
   * Admin Users can read and manage volunteer points data.
   * Admin Users can generate reports on volunteer points.
   * Admin Users can manage Team Leader accounts.
   * Admin Users can generate lists of users based on specific criteria and point reports.
4. Admin can verify who recorded the entries**Member Information Management:**
   * The system will store club member information (name, email, membership categories).

**Data Management**

* **Storage:**
  + The system will store club member information, including name, email, and membership categories.

**User Permissions**

* **Team Leaders:**
  + Can create and manage events.
  + Can record volunteer points.
  + Can manage team members.
  + Can access basic member information (name, email, membership categories).
  + Cannot access volunteer points data.
* **Admin Users:**
  + Can create accounts for Team Leaders.
  + Can access and manage volunteer points data.
  + Can generate reports and user lists.
  + Can manage Team Leader accounts.
  + Can access and store club member information.

**Action Items**

* Sample membership information
* Access to Jira

Create slack group channel