

Set Default Meeting Location

Actor: Group Leader

Goal: Set the default meeting location and make the information viewable by all members. If unspecified, Gus will tell members that the meeting is at this location in its reminder emails.

Steps:

1. Group Leader selects “default meeting location” and enters information.
2. Gus asks whether the Group Leader would like an email notification sent to the group at this time notifying them of the change
3. Group Leader answers “Yes”
4. Gus generates an email notification and presents a draft to the Group Leader
5. The Group Leader selects “Okay”
6. Gus sends the email to the group

Alternatives:

1. In step 3, the Group Leader can answer “No”. The use case will terminate
2. In step 5, the Group Leader can edit the draft before sending it out.

Update Calendar

Actors: Group Leader, Gus

Goal: Update the Group Calendar with the addition or removal of an event or due date

Precondition: The Group Leader has logged into his Gus group page

Summary: Group Leader selects date and modifies Gus' information on that date

Related Use Case: Email Group

Steps:

1. Group Leader selects a date on the Calendar and selects "Edit"
2. Gus opens up an edit page containing all previously entered information on events and due dates
3. Group Leader: a) inserts a new event on that day, b) modifies information on an existing event, c) deletes an event, or d) a combination of the above
4. Gus asks if the Group Leader would like to instantly email the group notifying them of the updates
5. Group Leader answers "Yes"
6. Gus generates an email containing the information entered and presents it to the Group Leader
7. The Group Leader hits "Okay"
8. Gus sends the email to every member of the group

Alternatives:

1. In step 5, Group Leader answers "No". The Use Case terminates
2. In Step 7, the Group Leader edits the generated email before entering "Okay"

Create or Edit Project

Actor: Group Leader

Goal: To create a project area where members of the group can keep information specific to furthering their project

Precondition: None

Summary: The Group Leader will create a project area where only certain users (those working on the project) can upload information and events. A “sub-leader” can be appointed who will be able to add people to the project.

Steps:

1. Group Leader selects “Create Project”, and enters a project description
2. Gus prompts Group Leader to select a project leader
3. Group Leader selects a project leader

Alternatives:

1. In step 2, Group Leader can hit “cancel” to end the use case without creating a project.
2. In step 2, Group Leader can also specify other members as being part of that project
3. In step 1, Group Leader can instead select “Edit Project” on a currently existing project to change the project description and/or the project leader

Email Group

Actors: Group Leader, Gus

Goal: To notify all members of a group of an upcoming event

Precondition: The Group Leader must be logged in to the Gus group page

Summary: Group Leader composes an email and sends it to the entire group

Steps:

1. Group Leader selects “Email Group” Button
2. Gus activates “Draft email” box
3. Group Leader drafts email, hits “send” when finished
4. Gus sends the email to every member of the group

Alternatives: If there is a calendar event scheduled for the next day, Gus will automatically generate a reminder email and send it to the whole group

Upload File or Image

Actor: Group Member

Goal: To upload a file or image where other members of the group can view or download it

Precondition: None

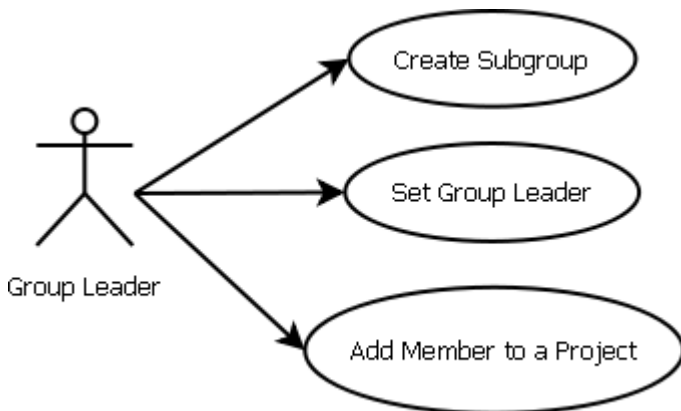
Summary: Group Member selects an event that the file relates to and uploads it to the Gus website

Steps:

1. Group Member selects "Upload File or Image"
2. Gus prompts the Group Member to select an event or project
3. Group Member selects an event or project from the list, then browses their computer for the file to upload
4. Gus loads the file to the event information page

Alternatives

1. In step 3, Group Member selects "none" to upload the file to a general place
2. In step 3, Group Member selects "cancel" to not upload anything, ending the use case



Set Group Leader

Actor: Group Leader

Goal: Create another Group Leader who can take care of administrative duties

Steps:

1. Group Leader selects “Set Group Leader”
2. Gus brings up a list of Group Members
3. Group Leader selects a member to make a Group Leader and selects “Okay”
4. Gus updates the status of the selected member to “Group Leader”

Alternatives:

1. In step 3, Group Leader can select more than one person for Gus to apply step 4 to
2. In step 3, Group Leader can select “Cancel” to end the use case

Add Member to Project

Actor: Group Leader or Project Leader

Goal: To include a member of the group to a sub-group of people working on a particular project

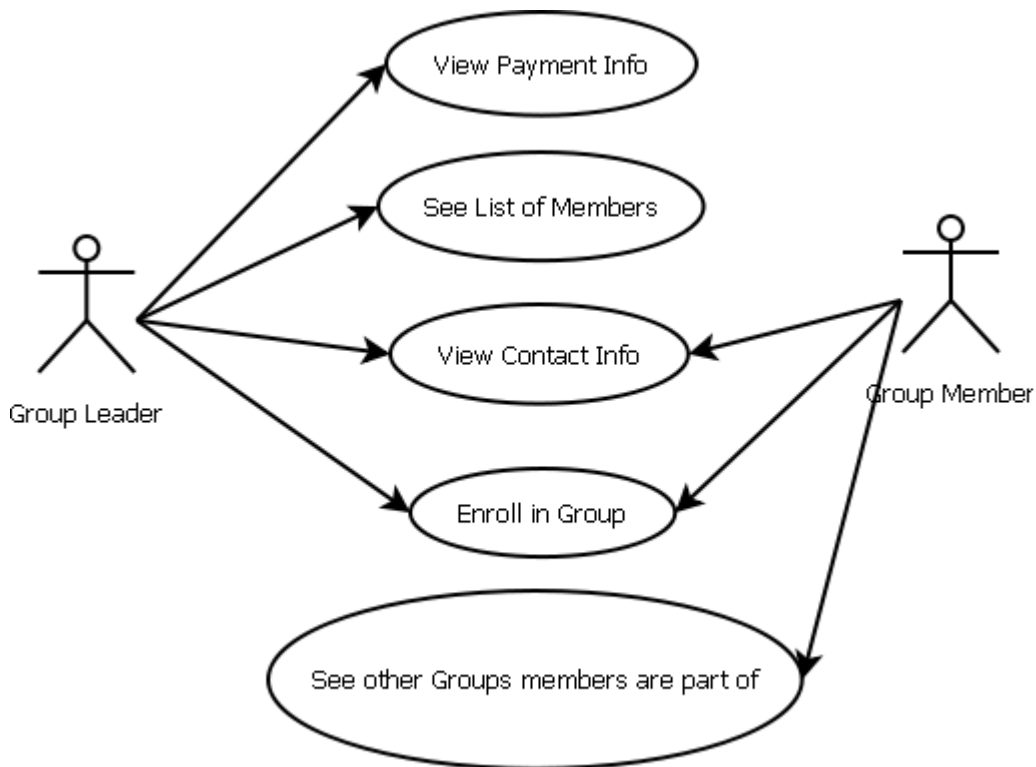
Precondition: A project must exist

Summary: The Actor will be prompted by Gus to add Group Members to a project

Steps:

1. Actor will go to project page and select “Add Worker”
2. Gus will open a list of Group Members who are not currently working on the project
3. Actor will select one or more people to add to the project

Alternatives: In step 2, Actor will select “cancel” to make no changes to the Project



Enroll in Group

Actor: Person

Goal: To become a member of the group, adding one's contact information

Precondition: None

Summary: Person enrolls in group to receive reminders and invitations to events

Steps:

1. Person selects "Enroll" from a Gus generated webpage
2. Gus activates enrollment page
3. Person enters contact information, making it available to whole group
4. Gus shows Person payment information
5. Person accepts
6. Gus adds person to member list

Alternatives:

1. In step 3, Person states preference to have contact info available to Group Leaders only
2. In step 5, Person declines. The use case ends

See List of Members

Actor: Group Member

Goal: To open a list of all members of the group

Precondition: None

Steps:

1. Group Member will select “view members”
2. Gus will display a list of all current Group Members and their status (Group Leader, Project Leader, etc.)

View Contact Info

Actor: Group Member

Goal: To view all available contact information for group members

Steps:

1. Group Member will select “Contact Info”
2. Gus will display a list of all available contact Info

Alternatives: In step 2, Gus will not display contact information to non-Group Leaders if the member requested it.

See Other Groups Members are a Part of

Actor: Group Member

Goal: To view other groups that members of your current group are a part of, with an eye to finding other groups that might suit your interests

Precondition: Group Member logged into his current Group

Steps:

1. Group Member selects “Groups Analysis”
2. Gus will search through all member lists and generate a list of all groups that share members with the users current group. Also, said list will indicate how many users are shared

