Date: 4th May 2016

Time: 1900 hrs

Venue: TWC2 office

Attendees: 5 + TWC2

Agenda:

* Address the questions we had from the internal meeting regarding the database schema
* UI template and approval
* Forward planning (next meeting as well as subsequent meetings)

Issues addressed:

The reason for foreign key (users) is because we want to be able to see who created (not modified) the record. E.g. who created the donation log/event/contact.

Profile\_pic can be shifted to the contacts table.

When will a member be a user? It doesn't matter. A member is just somebody who can vote at a general meeting.

A member is just a contact that pays membership fee. All historical membership transactions must be recorded.

What is a subteam? E.g. in the communication team. Volunteers come w different skillsets. Some can do video, some audio etc. A subteam is the different specialised groups in the team (for different functions in the team). It can be a description field.

Search capability must be good in order to get out the subteams from the teams. Search function is very important and must be considered carefully in the iterations.

Some of the contacts are organisations not people. Organisations speak through a person (proxy). Both the organisation and the proxy should be a contact.

In Events, fixes maximum 5 roles. This is fine because TWC2 events are not that big. 1 event can have multiple event\_affiliation. Events should be an individual table. With fixed attributes but can be split into smaller tables.

Awarder normally is an event leader but not necessary.

A typical notice is like a change of venue. It has to link to the event. A notice is something that is generated by one of the users to inform other users. It is not an alert. Alert is generated by the system which is sent to the event leader only.

Admins should have access to configurations. E.g. database name, server port number everything that is global access.

Reports should not be only for donations but events, memberships etc.

Name of this application: Bahamas.

Nice to have: membership form to remove the manual process (to be considered after everything else is more or less done).

Forward planning: Client meetings will be every wednesday fortnightly at 7pm. Next meeting will be on 18 May 2016 at 7pm.

Meeting adjourned at: 2100 hrs

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