Date: 27th April 2016

Time: 1900 hrs

Venue: TWC2 Office

Attendees: 5 + TWC2 sponsors

Agenda:

1. Review project scope
2. Problems to address
3. Understand the desired database structure and the functions of this application

Points discussed:

Access Control

5 Levels.

1. Admin (global access)

2. Manager (about 10-15 users, global access, no delete, no audit. Usually team leaders. Able to see each other’s work)

3. Event Leaders (can create event, edit the events, send out emails within the team)

4. “Foot soldiers” (view his team's activities, no editing, and can take up an assignment/withdraw from it)

5. Recruits (cannot see anything except training activities)

Database

Contacts system + events/assignment (Volunteer Management System): working title

Contacts database is a simple database with a lot of information. 4 main contacts: members of society (registered members that pay membership fees), donors, volunteers and resources (plumber, aircon service etc)

Habit to preserve: no overwriting of old records. We tag the old records as obsolete.

Unique identifier is the ID that we create. Can consider email as a unique identifier.

An event doesn’t mean it is open to the public. It is an occasion for volunteers to sign up. Each event has assignments (slots). And assignments can have different roles. A person can only choose 1 role in an event.

The event will not be offered to everyone. It is only offered to the team.

All the volunteers are not the same. Medical team, Media team, Social work team etc. A volunteer can be in more than one team. A volunteer interested in a team can sign up for it and will begin at level 1 (recruit). Only after he completes a course and is approved by the team leader, he will be promoted to level 2 (ORD personnel). Only then can the level 2 volunteer see the event that applies to him.

Stand-alone interface that is outside the system. Where members of the public can register to attend the orientation briefing (it is an event for volunteers). Because volunteers have to create this event to conduct the briefing. At the end of the briefing, we will open the computers and tell the attendees to sign up for the teams they are interested in. They all begin as recruits. Recruits cannot see anything EXCEPT the training event.

No restrictions on the limit of people in a team. Express interest -> team leader will accept/reject -> admitted into the team as a recruit and can see the activities for the team.

Donations

Administrator who manually keys in the donations.

Any time you go into a contact you should be able to see what donations.

Monthly/annual basis, we are running report on the donations.

Problem: easy to remember who made the big donations but not the small ones + can't generate reports. We need to track everything. Download option to have everything pulled into a spreadsheet so they can do stuff to it. All donations are money.

Welcome page should display what donations they have contributed like a bank page. Comment field for the donation: e.g. "please use this money for this fellow, or medical"

Sensitive data. We need strong security. Strong permissions system. Auditing log. Start the auditing first. Auditing is system-wide. Everything needs to be logged. E.g. if somebody comes in and deletes everything they want to know who. Dont audit something even before the thing is done.

Others

When they first sign up they receive an email to confirm and the day before should receive a reminder.

Profile - nice to have profile pic.

Minimum participation. 5 days before the event if not enough participation, send a warning email to event leader. With things hardcoded there should be a settings function to turn on/off notifications.

SEARCH function - to search through contacts, and events. Using keywords to search.

Nice to have: system to detect venue clash. Event should have a pulldown list to choose venue. Detect venue clashes for the same time. Admin can edit this dropdown list.

Some of the events are repetitive. So they should be able to be cloned and change the date.

**nn/LLL/NNNN (date format)**

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