

Nick Downey, Miku Fukuyama, Jeff Mellen, Nicholas Ogilvie-Thompson

Software & System Design

1/30/18

### Project Proposal

On Tuesday, January 30th, we met with Kachen Kimmell, the Mayor; Kathi Schonauer, the Fiscal Officer; and Suzanne Hopkins, the Village Administrator. From our discussion, the main goal of the project is to create an online, paperless method for collating and distributing the necessary documents for the Village Council and Committee meetings. Additionally, we were asked to advise them on acquiring hardware for the council members to access these documents electronically.

The data being stored and processed for this project would be the documents for the Village Council Meetings. These include the Mayor's report, the Village Administrator's report, etc. As far as we know, these are generally text documents and spreadsheets. The documents are written in Microsoft Word or Microsoft Works, both of which have the option to save in pdf form, which is important because we would ultimately like the final product to be in pdf form. This is helpful because we would only need to collate the documents instead of first having to convert them into a compatible form.

To achieve this goal, we are going to find or develop software that will assemble all of their documents in the necessary order, as well as set them up with a system to be able to share these documents electronically, and teach them how to use it.