BHHS Class of 1974 Reunion Requirements

Revision 0.03

July 11, 2023

BHHS Class of 1974 Technology Committee

**Approvers**

|  |  |  |
| --- | --- | --- |
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**Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Description / Comments** | **Approved / Draft** |
| 0.03 | 07/11/2023 | Abstract added. List of approvers issue (#4) added. Added issue #5, we need process descriptions. Added issue #6 Committee Member Privacy. Added some additional requirements. Added recommendation to acquire domain name from Mark Sheppard. | Draft |
| 0.02 | 07/10/2023 | Added overall description. Added some approvers. Added requirements for website. | Draft |
| 0.01 | 07/05/2023 | Created document from template. Added Approvers. Added some glossary terms and definitions. Added some references for glossary terms. Template provided by Chernick Consulting. | Draft |
| 0.0 | 12/19/2018 | Created template. | Approved |

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A table of images can be placed here if necessary.

# Introduction

## Abstract

The goal of this document is to define all technology requirements that the BHHS Class of 1974 Reunion Technology Committee will deliver to the other BHHS Class of 1974 reunion committees. No task will be worked on unless it has been agreed to by all interested parties (reunion committees).

A second goal of this document is to reduce or eliminate [feature creep](https://en.wikipedia.org/wiki/Feature_creep).

The agreement of the Executive Committee and the Technology Committee can alter the approver list. Each committee should have at least one representative on the approver list.

## References

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Author** | **Title** | **Location in SharePoint or on Web** |
| 1 | MongoDB | Types of Databases | <https://www.mongodb.com/databases/types> |
| 2 | Katie Terrell Hanna | Definition of a Spreadsheet | <https://www.techtarget.com/whatis/definition/spreadsheet> |
| 3 |  | Best WordPress Hosting | <https://us.cybernews.com/lp/best-web-hosting/?campaignId=13351295162&adgroupId=152414829067&adId=659448352995&targetId=kwd-10088021&device=c&gunique=CjwKCAjw-7OlBhB8EiwAnoOEk9899ZzEyyHOWwyV1zrraUoCTLKINQ_fHP5FKNAcEjqJWqiMcevWHxoCHloQAvD_BwE> |
| 4 | Anonymous | Wikipedia definition of Feature Creep | <https://en.wikipedia.org/wiki/Feature_creep> |

Put any additional reference information here.

## Glossary

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Change Control | Change Control is the process that management uses to identify, document and authorize changes to an IT environment. It minimizes the likelihood of disruptions, unauthorized alterations and errors. The three main objectives of a change control process are, Analyzing the process and making corrective and preventive changes to stop recurring issues in a project. |
| Database | A database is an organized collection of structured information, or data, typically stored electronically in a computer system. There are nearly a dozen types of databases. Within this document, database refers to a Relational Database which uses Structured Query Language (SQL) for operations like creating, reading, updating, and deleting (CRUD) data.  A database can be edited by multiple users at the same time. The database software provides a locking mechanism that will protect the data when someone is editing. Databases can provide tracking of changes. |
| Excel Spreadsheet | A spreadsheet is a computer program that can capture, display and manipulate data arranged in rows and columns. Spreadsheets are one of the most popular tools available with personal computers. A spreadsheet is generally designed to hold numerical data and short text strings. Microsoft Excel is one such program.  Only a single user can modify a spreadsheet at a time, there is no change control. |
| Online Privacy | The definition of online privacy is **the level of privacy protection an individual has while connected to the Internet**. It covers the amount of online security available for personal and financial data, communications, and preferences. |
| SQL | Structured Query Language, a computer language for programming databases. |

## Open Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **Status** | **Contact** |
| 1 | It has been suggested that the website be the repository for meeting minutes for all committees. This should be discussed with the executive committee. Need to size the amount of effort this will take and when it can be delivered. | Open | James Dasteel |
| 2 | We need a graphic designer for the website. | Open | Randy Sheinbein |
| 3 | We need someone to write the copy for the website and email blasts. | Open | Randy Sheinbein |
| 4 | We need a list of approvers that need to be added. Currently we have approvers from less than half of the committees. The size of the approver list does need to be limited to less than 15 people. | Open | Executive Committee and Technology Committee |
| 5 | The processes for each of the committees needs to be defined.  We definitely need a process defined for the contact committee. | Open | All Committee Chairs |
| 6 | Should the members of each committee be listed on the committee webpage? This can be a privacy issue. | Open | Executive Committee and Technology Committee |
|  |  |  |  |

## Compatibility

The contact data must remain compatible with the existing excel spreadsheets.

## Business Drivers

The Beverly Hills High School class of 1974 is having a 50-year reunion in 2024. The organizers of the reunion need to contact alumni and publicize the events. To ease the process of contacting the alumni the Executive Committee is seeking technological solutions for contacting alumni, collecting payment for certain events and maintaining contact data.

## Acknowledgements

Put acknowledgements for any help here. TBD.

# Overall Description

The Beverly Hills High School class of 1974 50-year reunion will consist of multiple events. The primary event will be the high school reunion on Saturday. On the Friday before the high school reunion each of the elementary/middle schools that feed into Beverly Hills High School will each have their own reunion for the class of 1970. The Sunday following the high school reunion there will be an informal picnic reunion.

Locations and dates for all the reunions are still to be determined.

## Product Context

Explain how the work being done will fit in with the customers processes.

The reunion committees need a central place where contact data is stored. The data should be accessible to the committees contacting the alumni. Each committee needs a way to communicate and to store meeting minutes. Each committee needs a method to track progress towards their goals.

## System Context

Put system context here. This should list all software to be integrated with.

## Assumptions and Dependencies

* To make the technology tools available as soon as possible, the requirements will be met with Commercial Off the Shelf (COTS) software where ever possible.
* Alumni privacy must be respected and protected.
* The tools must be easy to use for people that are not computer savvy.
* The technology committee and the executive committee will assign user names and passwords as necessary.
* Access to the tools will be limited to the people that need to use them.
* The technology committee is not responsible for marketing or graphic design.
* All documents and software shall be under change control.

# Requirements

Req 1 Website

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Approved |
| **Phase** | 1 |

There shall be a WordPress web site to publicize the BHHS Class of 74 50-year reunion. The URL for the website shall be http://www.bhhs74.org.

Req 1.1 Website Ease of Use

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Approved |
| **Phase** | 1 |

The website shall be easy to maintain so that non-computer experts can modify the site as necessary

Req 1.2 Committee Meeting Minutes Repository

|  |  |
| --- | --- |
| **Priority** | Medium |
| **Status** | Proposed |
| **Phase** | 1 |

Each reunion committee will have a page on the website where the meeting minutes, tasks and progress can be recorded. Currently there are 11 committees that will need web pages on the website.

* Executive Committee
* Event Committee
* Contact Committee
* Décor Committee
* Entertainment Committee
* Sunday Picnic Committee
* Technology Committee
* BV & HM Reunion Committee
* El Rodeo Reunion Committee
* Hawthorne Reunion Committee
* Honorary Committee

The URL for each committee page will be <http://www.bhhs74.org/COMMITTEE_NAME>.

The meeting minutes will be dated and will be in sequential order. The alternative to sequential order is reverse sequential order so that the most recent meeting minutes are displayed first.

Req 1.2.1 Form to Post Meeting Minutes

|  |  |
| --- | --- |
| **Priority** | Medium |
| **Status** | Proposed |
| **Phase** | 1 |

Each committee web page will have a form to post meeting minutes

Req 1.2.2 Restricted Access to Post Meeting Minutes

|  |  |
| --- | --- |
| **Priority** | Medium |
| **Status** | Proposed |
| **Phase** | 1 |

The meeting minutes can only be posted by users who have the proper access for the committee page. This may be the committee chair and a backup person.

Req 1.3 Website ECommerce

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Approved |
| **Phase** | 2 |

The reunion website will provide the ability for the alumni to buy tickets to the event. This will be the only way the alumni can pay for the primary reunion event.

Req 1.3.1 Ecommerce Provider

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Proposed |
| **Phase** | 2 |

The Executive Committee shall select the ecommerce provider.

Req 1.4 Website Hosting

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Proposed |
| **Phase** | 1 |

The Executive Committee shall select the website hosting solution with the advice of the Technology Committee. Possible hosting solutions are:

* Go Daddy
* Network Solutions
* DreamHost
* SiteGround
* BlueHost

Req 1.5 Website Domain Name

|  |  |
| --- | --- |
| **Priority** | Medium |
| **Status** | Proposed |
| **Phase** | 3 |

The Executive Committee should acquire the domain name from Mark Sheppard. This should be an asset of the class rather than an asset of one person.

Req 2 Email Blast

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Approved |
| **Phase** | 2 |

There shall be a software package supplied to send out email blasts to the alumni to publicize the event.

Req 3 Accessible Contact List

|  |  |
| --- | --- |
| **Priority** | High |
| **Status** | Approved |
| **Phase** | 1 |

There shall be a software package supplied to allow multiple people to update the contact list.