**1. Meeting Participants**

* **Instructor**: Brendan (Agile guidance, methodology)
* **Instructor (Business/Communication)**: Muhammad
* **Educational Assistant**: Jason
* **Students**: Jonathan, Chris, Palmer, etc.
* **Client**: Ralph Dook (ACE Project Space Coordinator)

**2. Current Pain Points (As-is)**

* **Nomination Form** is currently a Word document submitted via email
* **Information is scattered** across Google Sheets, Word files, and emails
* **Process is manual and inefficient**: submission, communication, and status tracking require human effort
* **Poor client experience**: clients can only submit forms and rely on emails for updates

**3. Target Requirements (To-be)**

**Core Goal: Build a centralized system → Client Portal + Admin + Advisory Board Voting**

1. **Clients**
   * Submit nomination form online (form entry or file upload)
   * View history and current nomination status
   * Receive notifications (email/text)
   * Edit or withdraw nominations
2. **Administrators (Staff / Coordinator / Instructors)**
   * Manage nomination forms
   * Update nomination status (submitted, in process, selected for evaluation, accepted, postponed, etc.)
   * Communicate with clients (comments, feedback requests)
   * Configure Advisory Board voting criteria
   * Generate reports for executives (simplified version: project name, summary, timeline)
3. **Advisory Board Members**
   * Log in to access nomination forms (NDA already in place)
   * Vote on projects using multiple weighted criteria (e.g., innovation, client background, special population served)
   * View rankings/leaderboard
4. **Advisory Board Chair**
   * Pre-screen nominations with coordinator before full voting
   * Decide which projects proceed to the Advisory Board evaluation
5. **Executives**
   * No direct login required
   * Need **exportable reports** (historical project summaries without client confidential details)

**4. Workflow**

1. Client discovers ACE Project Space → submits/upload nomination form
2. Coordinator reviews → sets status → notifies client
3. If eligible → Advisory Board logs in → votes
4. System aggregates results → produces leaderboard
5. Accepted projects → client notified → executives receive summary report

**5. Additional Requirements**

* **Archive/Unarchive option**: for postponed projects (e.g., due to timing or pandemic)
* **Search and filter functions**: to categorize projects more easily
* **Terminology refinement**: replace “rejected” with softer wording such as “postponed” or “not selected this round”
* **Volume expectation**: ~5–6 nomination forms per semester, 3 semesters per year