

1.0 Functional Specification



1. Executive Overview

This document identifies the features and functions of the initial release of SweetGlue.com. Its purpose is to serve as a guide for development, testing, and user documentation. SweetGlue.com is a **Collaborative Event Planning** application targeted at small to medium sized groups who would like to plan single to multi-day events that require participation and contribution from one or more participants.

SweetGlue.com will be comprised of six modules supporting event and user dashboards. The modules are:

1. **Housing:** A collaborative event might include the rental of a home or condo, booking of a block of hotel rooms, or group of campsites. These lodging accommodations can support a fixed number of people which can be posted in the housing module where participants can select accommodations from available options. Participants can also post their own housing should they want to share a hotel room, a campsite, a tent, etc.
2. **Rides:** A group of people attending an event may want to coordinate transportation. Participants can offer and request rides and coordinates among them to efficiently and effectively provide transportation options. Further, a group that would like to charter a bus could also leverage the Rides module to manage participant ridership.
3. **Stuff:** Each event may require materials and supplies that must be organized prior to or during the event. These items may include food, equipment, games, sporting goods, etc. Inclusion of the Stuff module will ensure that participants are aware of which items they have been assigned (or signed up for) prior to the event starting.
4. **Tasks:** Each event will have a number of responsibilities to support the event such as meal preparation, shopping for materials, selection of venues, etc. These tasks can be documented within the event, assigned, asked for, and attributed to individual participants. Orphan tasks can be reported on in order to determine an owner prior to the event or due date.
5. **Activities:** Each event may have one or more activities planned and managed by the participants. In order to provide visibility and planning capability around these activities the module will be included within each SweetGlue.com event.
6. **Chip-in:** Summary of individual and group costs to support the event. Participation in one or more modules will modify the amount due by an individual participant. Organizers can collect money at the event or prior to with integration of payment options.

1.1. *A Word about Mock-ups*

In general, screen shots included in this document are mock-ups and intended to convey ideas spelled out in the narrative. Consideration has been put into the content and layout of the screen, but not to the point that exact spacing, graphical appearance, or anything too technical should be inferred or taken literally merely on the basis of the mock-up. Balsamic screens will look quite different regarding layout and widget appearance. In some cases, fields may be missing from a mock-up that is a requirement spelled out in the narrative spec. For example, field names may change over the lifetime of the spec, where the mock-up may not be updated accordingly (to save time).

1.2. *Revision History*

This is a living document which will be revised as necessary. This document will be distributed in incremental steps as various sections are completed. Versions < 1.0 indicate an incomplete specification. Versions >1.0 indicate changes to the completed specification. Each version will contain redlines from the prior published version, to make the job of identifying changes easier.

Version	Date	Author	Notes
0.1	6/29/2011	David Ashworth	Document Created from Template provided by Phil.
0.2			



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This section lays out the goals and standards for all forms, reports, and other items that the user interacts with. Not all standards have been identified here in order to be brief. Only those things that actually require documentation or clarification are included. Industry-accepted and obvious UI standards are assumed to be in place unless contradicted below.

2.1. General Standards

1. Money values will appear as positive values, rounded to the penny, allowing presentation of up to \$999,999,999.99. Money values will always be formatted as follows, regardless of the user's OS locale settings:
 - a. Preceding dollar sign
 - b. Comma separated thousands
 - c. Zero values shown as 0.00 (non-blank)
 - d. Negative values (if ever applicable as an exception to the general rule) shown in red with preceding minus sign.
2. Dates will be displayed according to the user's OS locale settings. Dates (and times, if applicable) are stored in local time without regard to GMT or time zone considerations.

2.2. Form Standards

- 1.

2.3. Report Standards

2.4. Standard Nomenclature and Definitions

This section identifies which English verbiage we have adopted as a standard for common operations¹. For purposes of this specification (not the application), an "object" is any structured collection of fields, such as a Transaction or an Account. An object often correlates to a database record, but it may not, depending upon the physical data design.

1. Adding Data: for Transactions, we "Record a Transaction". For all other objects, we "Add" an item. We do not insert, enter, or create objects.
2. We "Enter" or "Exit" fields when tabbing in or out of them, or clicking on them.
3. We "type" values into a field.
4. Deleting Data: we "Delete" an object, we do not erase, clear, or remove items. We "Clear" a field.
5. Editing Data: we "Edit" an object or a field. We do not change or modify objects.
6. Managing Objects: we "Manage" an entire group of objects, such as "Managing Account" meaning to add, edit, or delete individual accounts to create the complete set of Accounts.

3.1. *Home Page*

Prior to logging in the user will land upon SweetGlue.com home page. The home page will be the marketing page for first time visitors and offer a compelling content to entice new users to try the service. Why wouldn't you? Its free.

Insert Home Screen here.

On the screen?

1. Login Fields
2. Create an Event – Brings to to create an account page with option to login
3. Benefits of the service
4. Logo
5. Learn More
6. Help
7. Statistic of users (future)
8. Recent events created (by others) – like ideas
9. Public Event in your area
10. SEO Footer

3.2. *Event Listings*



Event Listing

The event listings home page is the first page the user will see after logging into SweetGlue.com. The event listings home page will display a tabular view of all Events the user has attended, is scheduled to attend, has started, has declined, responded maybe, is invited to but has not responded to. High level metrics for each event will display in the tabular view showing location, distance from users home, number of attendees, minimum price

The Event Listings

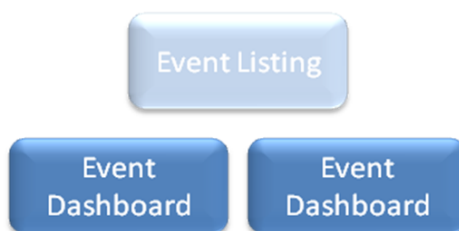
On the screen

1. Tabs – My Profile, My SweetGlue, Create New SweetGlue, Account, Help
2. Logout and indicator of who is logged in (login id like gmail)
3. Main area - Events Listing possibly tabbed similar to EventBrite with past events on separate tab
 - 3.1. Click on Event brings you to that Event
 - 3.2. Current and Past events may present differently as needed



4. Ability to clone a current or old event in order to replicate (idea)
5. Search events
6. Refer a friend to use SweetGlue
7. Friends listing (people I have previously invited and alert that they are online in SweetGlue (ability to chat?))
8. Keep clean. Above may be too much.

3.3. *Event Dashboards*



One or more events are listed under the Event Listing Page and only one Event is listed per Event Dashboard page.



1. A single event is represented by a configuration of 7 hexagons (honeycomb). This occupies the center part of the screen
 - 1.1. Each module of the honeycomb is labeled for its purpose
 - 1.2. The center of the honeycomb displays basic event metrics such as number of participants going.
 - 1.3. Each event has the same seven modules which become familiar to the user.
2. Each of the outer six honeycombs will display one of the six modules and associated critical information or indicators.
3. Each of the individual hexagons represent a module of the selected event.
 - 3.1. Hovering the cursor over each of the elements will pop open an information bubble.



3. The information bubble will provide more detail about the current status and statistics of the module (table below)

4. The user would choose to click on the module to enter or may simply hover to read updated information about the specified module.
5. Left and right columns of the screen are used for???
6. The header would remain consistent with the previous page. (belongs in overall section)
7. Breadcrumbs will allow the user to navigate to the previous screen (belongs in overall section)
8. The logo will allow navigation to the users listing of events listings page (belongs in overall section)

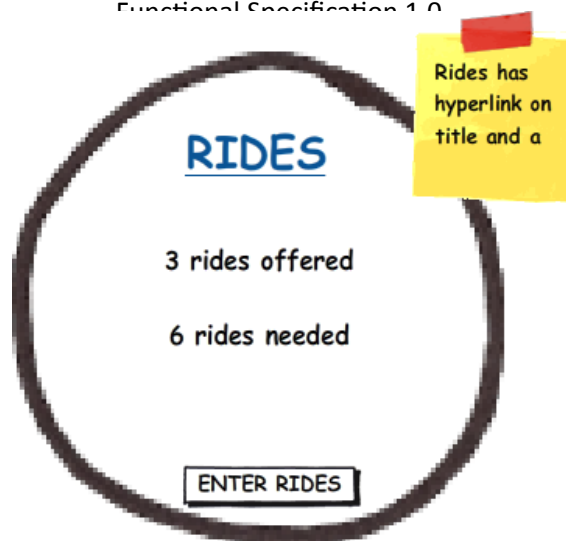
Module	Key Metrics	Hover Metrics
Event Center	# attendees Yes, No, Maybe	# of attendees Yes, No, Maybe Current minimum price per person Distance from users city
Housing		
Rides		
Stuff		
Tasks		
Activites		
Chip-In		

--- STOP ---

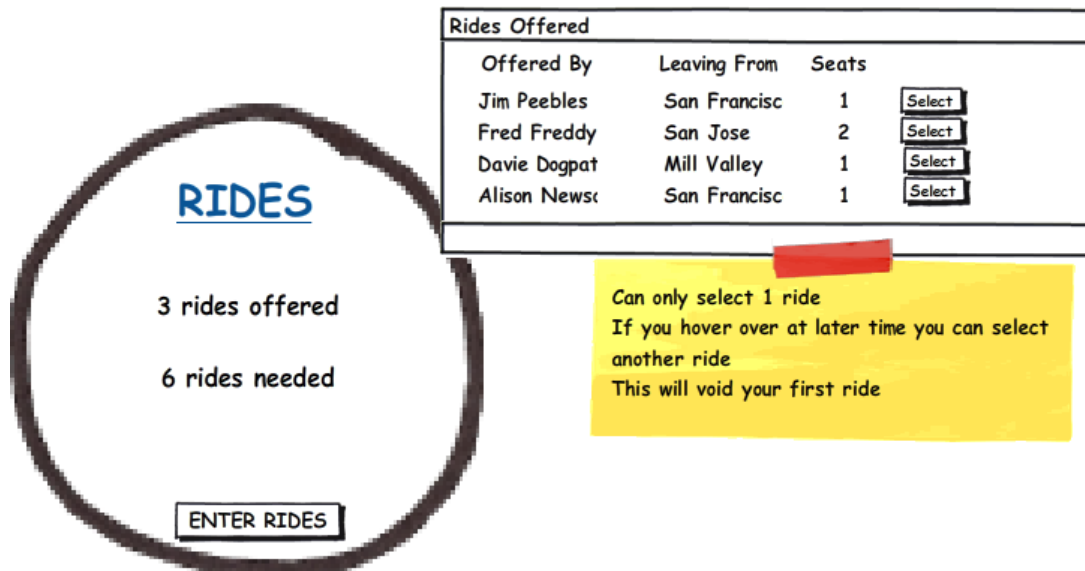
4. Modules

4.1. *Rides*

1. The rides module will display Title, # of Rides Offered, # of rides needed, and All Rides Button



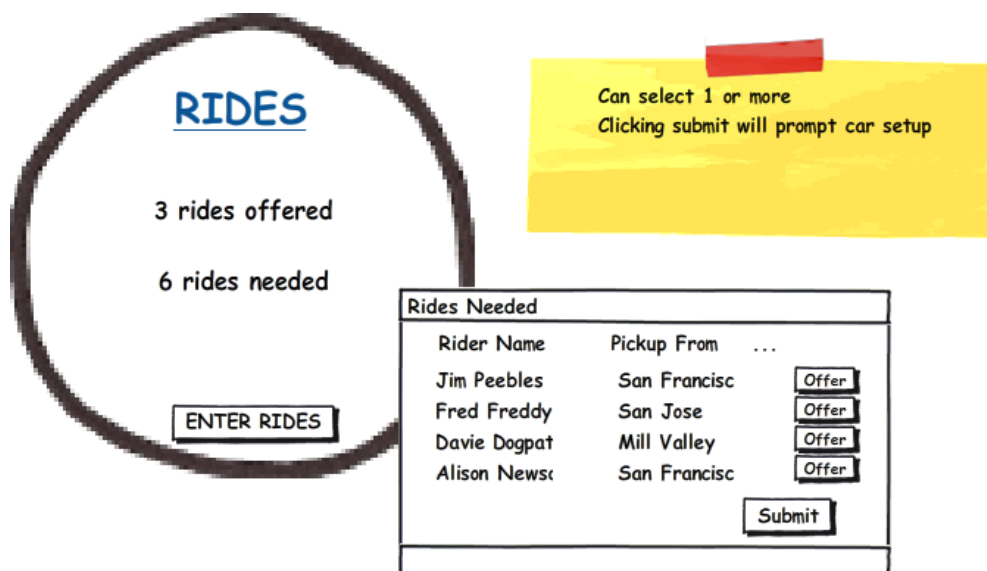
2. Hovering over rides offered will result in a interactive pop up.



- 2.1. User can only select 1 of many rides
- 2.2. User can hover over at a later time and may select a different ride
 - 2.2.1. Selecting a different ride will deselect the previous ride
 - 2.2.2. IDEA: May not deselect 48 hours or less hours before the event



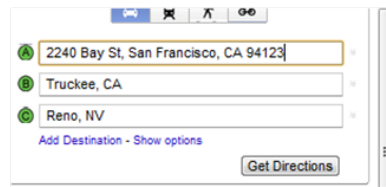
3. Hovering over rides needed, will result in an interactive pop up.



- 3.1. Use can offer a ride to one or more participants
 - 3.2. Visual button can have state of selected or not selected. Button should demonstrate that it is selected or another indicator
 - 3.3. User must select SUBMIT to finalize the offered rides
 - 3.4. After user selects SUBMIT system will offer user the option of setting up a RIDE to set-up parameters of the RIDE
4. Parameters of the ride Screen

NEED SCREEN

5. Rides Module



New line per each direction
 Maybe limit it to 5 rides
 Limit ability to add only 1 to and 1 from and up to 0-5 others.
 Total of 5 possible rides offered

Need to figure out better luggage. Maybe bigger notes.

Though graphically much prettier.... The idea is

Ride Type A	Ride Type B	Departure Time	Meeting Location	Luggage	Notes
Request Offered	To From Other		*Event Location *Other (opens up address box)	Yes No	Add another ride

Offered	To	12:00pm 7/29/2011	Meeting Location	Yes	No smoking car
Offered	From	3:00pm 7/31/2011	Meeting Location	Yes	No smoking car
Requested	Other	Morning 7/30/2011	NA	NA	To get Breakfast in town Add another ride

6. A participant can offer a ride or request a ride.
7. A ride is only one leg.
8. A user can request/offer multiple rides.
9. A user can offer or request a ride any time during the event.
10. A ride has three types (to event, from event, other). All rides offered are technically the same as all other rides offered.
11. Rides offered/ and requested can be filtered.
12. User can see all rides offered
13. User can see all rides requested
14. Offer and request remain open until offer or request is accepted
15. Ride status could be open, pending approval, closed
16. Details of who is in a ride can only be seen by confirmed riders of a car
17. Open rides offered and open rides requested visible on one screen. Can be filtered by ride type (to. From, other) and request type (offered/requested)



18. User cannot offer a ride to and accept a ride to.
19. User cannot offer a ride from and accept a ride from
20. User cannot offer a ride in overlapping times
21. User cannot request a ride in overlapping times
22. User cannot be a rider or driver of same ride
23. User cannot be a rider of multiple rides to/from
24. User can be rider of multiple other rides (times cannot overlap)
25. User can offer multiple other rides (times cannot overlap)

4.2. *Housing*

4.3. *Stuff*

4.4. *Tasks*

Ideas/Requirements for Tasks

1. Any participant has ability to create a task
 - a. Organizer can limit addition of tasks to organizer or All.
 - b.
2. Task can have a specified due date, no due date, or to occur during a set period of time
 - a. Due time/date
 - b. Occurs Saturday morning, 8-10am on 10/11/2011,
 - c. Could be
 - i. Due before event starts
 - ii. Due during event
 - iii. Due after event completes
3. Task can have subtasks
 - a. Breakfast
 - i. Shopping



ii. Cooking

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iii. Cleaning

4. Subtask can have added items
 - a. Items will be added to the “things we need list”
 - b. Example
 - i. Shopping
 1. Eggs
 2. Bacon
 3. Bread
5. Tasks can have notes (maybe like in online banking memo)
 - a. Note can be text
 - b. Note can be link
 - c. Note can be picture?
6. Tasks can be assigned to a Participant by Task creator
7. Assigned Participant can reject ownership of Task
8. Un-owned Tasks can be claimed by a Participant
9. Items displayed in Tasks (crossover list) can be claimed within Tasks.
 - a. Items can be assigned to a Participant by Item creator
 - b. Assigned Participant can reject ownership of Item
 - c. Un-owned Items can be claimed by a Participant

Ideas/Requirements for Tasks

1. Any participant has ability to create a Item
 - a. Organizer can limit addition of Items to organizer or All.
2. Item can have a specified due date, no due date, Due time/date
 - a. Occurs Saturday morning, 8-10am on 10/11/2011,
 - b. Could be



3. Items can have notes (maybe like in online banking memo)
 - a. Note can be text
 - b. Note can be link
 - c. Note can be picture?
4. Items can be assigned to a Participant by Item creator
5. Assigned Participant can reject ownership of Item
6. Un-owned Items can be claimed by a Participant

Notification

- If a Task or Item is assigned to a Participant should notify the Participant according to their notification settings
 - o Email
 - o SMS

HOLDING AREA FOR PREVIOUS WRITING

Requirements for Collaborative Event Planning Web Site

- like GroupSpaces.com most thus far in comparative sites)
- Looked at MEetup.com, Groupsites.com, Ning.com, Facebook Events as similar event planning sites. No collaborative features.

Web site allows 2 or more people to create an event and collaboratively work on the event. Providing a dashboard view of the event so all participants can see current status of various components of event. For example – a ski trip from San Francisco to Tahoe requires housing, transportation, food, and money. Is possible to have one person coordinate and keep it all details but makes it difficult to clearly understand the overall status.

Requirements below can be put into matrix and compared against existing sites. The differentiator for this site is the collaboration aspect of the event. The event is not owned by one person but becomes a collaborative effort and is possible without leader.



Not trying to replace Meetup.com – Organizer/Attendee model. Trying to develop collaborative model for group events.

1. Ability to participate in Event without having to be web site registrant (no deep registration) unless you are an event creator
2. Ability to create new event (one time recurring)
 - a. Event can have no organizer (collaborative event)
 - b. Event can have 1 or more organizers (point persons to direct questions)
3. Ability to invite people to event
 - a. Integration with Gmail Contacts, Yahoo Contacts, FaceBook?
4. Ability to create list of items needed and registrant to event to select which items they will bring
 - a. Ability to add to list of items requested to show what else you are bringing
 - i. FOOD – list of food items - sign up to bring item or add your own
 - ii. Drink – list of drink items – signup to bring one or add your own
 - iii. Tips on adding items so that it is easier for
5. Ability to ask specific people to bring specific items to the event in the invitation – should show as pending in items needed list
6. Ability to pose group question about event
 - a. Ability to answer question
7. Ability for participant to add a poll or survey question for event
 - a. Ability to answer poll or survey question
8. Ability to organize housing (optional)
 - a. Ability to show available rooms
 - b. Ability to select bed/room assignment
9. Ability to ask for chip-in amount
 - a. integration with PayPal or Google Payments?
 - b. Ability to require prepay for event (needed when perhaps a bus and condos are being rented for a group in advance)



10. Ability to create tasks for preparation of event

- a. Similar to project management with tasks assigned to others
- b. Jobs might be meal preparation assignments, house cleaning, set up, coffee maker, etc.

11. Ability to add drivers and transportation needed

- a. Ability for participant to add vehicle to resources with capacity (David's Car and 3 seats available)
- b. Ability for registrant to request ride with one or more vehicles
- c. Ability for Driver to accept or reject ride request
- d. This results in ride request closing or remaining open for other requests

12. Amount Pledged (show by person or anonymous) (fundraising events or for any event)

- a. Will be an owner for this feature to collect pledges
- b. Will be ability for Event creator to turn off – if not turned off anyone can start this activity for an event

13. Ability to have must have items (or event will not occur) (such as ride)

14. Ability to show different views and take action related to view

- a. Items needed
- b. Rides Needed
- c. Sleeping assignments
- d. Amount Pledged / Amount Needed

15. Optional Post Event Features

- a. Comments (participant driven)
- b. Picture Sharing (participant driven)
- c. Billing for expenses or communicating to group (participant driven)
- d. Closing down event activities (task list) (participant driven)

Need to dry run examples of events

- Bachelor party



- Monthly Tech Meeting
-

Ideas:

1. Document Management for Posters, etc if event is large and requires promotion support materials, rules, guides, contracts
 - a. Could be used to put on a large concert say
- 2.

4.6. *Chip-In*

5. Administrative Tabs

5.1. *Help*

5.2. *Account*

5.3.

6. Integration

6.1. *Facebook Integration*

6.2. *Twitter Integration*

7. Footer Links

7.1. *About Us*

7.2. *Contact Us*

7.3. *Legal*

7.4. *Jobs*

7.5. *Pricing*

7.6. *Referral Program*

7.7. *Press*