Committee work – groups of faculty responsible dealing with specific issues

Name of committee-what it does

Core committees-meet regulary-have something that needs to be done-support activities

No GATORLINK LOG ON

Separate log in system based on node.js

Each faculty log in

What committee they are in

Info about committees-what happened at the meeting

Admin-chair

Only admin can reassign who is in what comitttee

What are the committees

Title-description

Who is in what committee/public

Select one person- what committee

Support for activities-committee chair

2 types-faculty-staff

accommodate both

faculty-VOTE-online version

any vote to be recorded

committees –agenda

reminders-

scheduling(doodle)support for when do we meet

chair of committee decides-sends email

notetaking-add more items to agenda-specify if need vote

summary of each meeting/what was voting on

auto email vote

statistics?

ATTENDANCE check boxes

Has to be easy

USER STORY- should be able to add agenda

When you create meeting upload agenda

As a committee chair should be able to take attendance .

As a committee chair should be able to create a meeting.

As a committee chair should be able to create/edit minutes.

As a committee member should be able to edit minutes.

One two three stars based on difficulty

Ask to etimate speed