Yo Events

Organizations’ event management app

**Problem**

Various events happen at corporate organizations (like Neudesic) on a regular basis and there is no way to manage those from creating/setting-up the event - specifying participants and audience, budget, venue, timings; to sending out reminders. Most of the events are communicated via emails and post event communication, artifacts like pictures are also shared via emails or an internal collaboration platform (like TIMU), which are eventually lost in the pile of information over time.

**Solution**

Build a custom application that can be used to manage event workflow, maintain history in one place, with capabilities to potentially integrate with existing systems in an organization, like TIMU.

# Features

Considering the following, non-exhaustive list of events that happen at Neudesic, as examples

* Hackathon
* Project/Team outing
* Fundoo
* Game/Movie outing
* Company party
* Brownbag session
* POC demo
* New joining
* Client visit

The need is to build a system with the following features categorized by user personas

## Event owner

Event setup/creation: Userswith rights to setup events can login to system and create an event with necessary details depending upon the type of event. Some of the common event attributes to setup would be

* Event name/title
* Event description
* Event type/category
* Date & Time
  + Start
  + End
* Venue/Location
  + If this is online, specify Event Url (could be online meeting link)
* Primary Contact (email/phone)
* Subscribe (users can subscribe to receive updates)
* Access level
  + Private (default – intra organization only)
  + Public (external users to organization, no signin needed)

Optional fields may include below depending on the event type or in general

* Budget
* Organizing team
* Audience
* Tags (multiple tags that help in filtering)

Reminders (to subscribers, audience) can also be set at the time of event creation or at a later stage. Consider below for setting up reminders

* Reminder mode (sms, email, etc)
* Reminder frequency

Event creator should be able to set event location on map that viewers can see. The means the event will have a small map view showing its location.

Event creator should also be able to upload a **header** image for the event that will show up on the event details page. If no image is provided, then a default image will show up for the event. When a valid header image is uploaded, a thumbnail image is **auto generated** by the system that will show up when the events are displayed in lists or search results.

Event list: Users with rights to create & manage events should be able to view all events as a list. They should also be able to click on the event and view details on the details page.

Event modify/delete: Users with rights to update/delete event should be able to perform that functionality on the event details page (navigation through events list). Users who have subscribed to the event should get proper notifications about the changes.

Event updates: Users with rights should be able to post updates about the event as it progresses and be able to upload assets like pictures. These updates will be available on details page or a separate page in chronological order.

Event completion: Users with rights should be able to flag the event as completed post which all the event information becomes read only except possibly for the feedback section.

## General Users / Audience

View events: Normal users should be able to see a list of all upcoming and past events and should be able to click on the event to navigate to the event details page. They should also be able to see a list of events they have subscribed to and be able to change their response type (Sure -> Tentative/Not Attending) on the event details page and save. Users should also be able to view updates on the events as they unfolded and also be able to view any event assets like pictures.

Users should be able to perform following actions in order to find and view event details

* Search/filter events by
  + Name
  + Type/category
  + Office/City/ Location
  + Date
* View event details on event details page
* Save as calendar invite – as reminder
* Get directions (for offsite events)

Subscribe: Normal users should be able to subscribe to an event on the event details page. States like Tentative, Sure can be added to the response of the potential attendee.

* Subscribed users should receive notifications when something changes on the event.
* Subscribed users should also get reminders as the event time approaches bases on configured interval for the event.

Favorite/Bookmark: A user should be able to favorite/bookmark an event so as to be able to view these events quickly in their favorite list.

Invite: A normal user should be able to invite other colleagues by providing email address. This will essentially send the event link in the email that the invitee can go to and subscribe/bookmark.

Discussions: Event details page provides a space for discussions where users can post comments and discuss about the event. Feedback on the event can also be provided in the discussion section by the users after the event is over.

Checkout [disqus](https://disqus.com/) platform features, which can be used [free](https://disqus.com/pricing/) of cost.

Hitch a ride: Consider outdoor events like sports outing, office party, where folks need to travel from home or office. Hitch a ride section lets attendees post a request for a ride from colleagues to the event venue. Willing attendees with spare space in their vehicles can respond to the requests for a ride and can also float the availability of a ride with them beforehand.

Profile: The application will capture and store basic user information like name, email, phone. Users should be able to view and edit their profile information on the profile screen.

## Admin

Setup roles: Admin users should be able to create, modify, delete (if no users in that role) roles

User role mapping: Admin users should be able to assign roles to users in the system. They should also be able to remove users from roles.

Event types: Admin users should be able to setup/modify a list of all the types of events that happen. Event type is selected from this list when event owner is creating a new event.

User management: Admin should be able to manage users – deactivate/delete or activate. By default, all uses are active at the time of successful signup/login.

Event metadata: Admin should be able to setup **default** metadata for events, consider below

* Default header image (this is used when no header image is provided while creating the event)

## Signup & login

The system will only support corporate login initially. Users can login with their corporate email and password and on first login the system will create a user profile (equivalent to signup) with basic minimum information being stored.

# multitenancy

The application should be designed as a multitenant application from the ground up, intended to be built as a cloud native SaaS application. The application should treat Neudesic as a tenant for all practical purposes.

**Application Admin**: The application will have one or more application admins which have the rights to perform the following

* **Onboard tenants**: Application admins can onboard new tenants and create/setup [tenant admins](#TenantAdmin)
* **Manage tenants:** Application admin will be able to manage tenant information as well as tenant admins
* **Licensing:** Application admins will be able to setup licensing rules, costs per module for individual tenants or application wide

# Client / User Interface

The application will be built as a web, mobile and a desktop app. Below are suggestions for each

**Web**: Developed as a single page application with angular or react.

**Mobile**: Developed as a react native app.

**Desktop**: Developed as an [electron](https://electronjs.org/) app, potentially wrapping up the web app to save duplication.

# Miscellaneous

Notifications: There will be two kinds of notifications support setup in the system – email & SMS. The notification platforms used should be pluggable and replaceable.

Chatbot: Chatbot integration should be considered in the user interface. Chatbot setup and configuration can be done by [tenant admin](#TenantAdmin).

Integration with org systems: The system should support building adapters to integrate with other systems in an organization (tenant). Consider the case in which Neudesic would like to have a TIMU post created over some channel, every time a new event is created. Also for posting event updates on TIMU.

# General workflow for phase I

News Feed Page

Yes

Profile created?

Existing user

Login Screen

Create Profile

Does the user have valid credentials?

New User Yes No

No

Credential Creation

We start with the login screen first. There will be two flows from this screen:

Flow 1- Existing User: We will take Neudesic login credentials from the existing user and the user will be redirected to news feed page where he can see what the people he is following are doing along with the updates for the events he has/had subscribed for ( such as event details change, updates on event specific pages etc.). This will be a landing page after login for an existing user if he has updated his profile page.

Note: Whenever a person logs in for the first time, he has to enter the Flow 2 (Page 8) that involves the profile creation even if he already has the credentials (Eg: neudesic employee). Everyone has to create a onetime user profile. User will not be asked to set username and password in this case.

News feed:

Here the user will see all the updates regarding the events the user has shown interest for (either Going or Interested RSVP). RSVP Going/interested corresponds to Subscribe only. The user will also be able to check the updates from people he is following in the news feed. In addition, the profile detail updates of the people the user is following would be shown here.

On the newsfeed page, to the top right side panel we will show what are the upcoming events for the user with brief details like date ,time, mode (online/offline), a thumbnail of event and event name

We will offer an option to the user to view his profile at the top right corner, which will take him to the user profile screen. Along with this profile tab we will have a logout/settings tab. In the top left corner we will have the project name and a search bar adjacent to it.

Search tab to check for another user profile/ event: For search, you will see suggestions as soon as the user types in the details. The user would be redirected to the searched person's profile or event page. Therefore, a user can search for a specific profile or event from the search bar.

Events Dashboard:

\*On the newsfeed page, user will have tabs to view the event dashboard where you can see all the events (Past/Ongoing/Upcoming) in a single place irrespective of your interest area. We will also have a recommended section based on the user’s preference specified in his profile screen and recommendations based on what events people the user is following are going to. (VDs will be shared soon).

On the news feed page itself you will have an option to create an event. We will have 2 types of events: Private and Public. Private events are for a selected audience and public events are open for all.

Public or Private?

You can make your Event open to the public or private. Only invited guests can see a private event page, although you may allow them to invite guests. If you create a Public Event, anyone on the portal can see the event and search for it, even if they are not following you.

Setting up an event:

1) Click on create event tab.

2) Select any of the two event options: Public event or private event

3) Select Create Private/Public event from the drop-down menu.

4) Enter a name for the event in the field provided.

5) If the Event has a physical location, enter it. If it is an online event, enter that information in the description box.

6) Pick the date and time for the event. Add an ending time, if one applies.

7) Type information about the event in the Description box.

8) Click Create Private Event, which creates (and takes you to) the event's page.

9) Click the Invite tab and enter the info for anyone you want to invite to the Event.

10) Write a post, add a photo or video, or create a poll on this page to promote your Event.

Event Screen (VD to be shared):

Below are the inclusions for the event page:

1) Event Name

2) Event Type (Public/private)

3) Host name

4) Date of event

5) Location/ Online Link for joining

6) RSVP options

On the event page there is an area for RSVPs, so you can get a handle on the number of people planning to attend. If the event is public and someone RSVPs that they are attending, that information shows up on that person’s news feed, where it can be seen by their followers. If the event is open to all, then the attendee’s followers can decide if they would like to attend, too. There is no need to worry that people will forget to attend: As the date of the event approaches, a reminder pops up on attendee's home pages.

For RSVP we have 3 response choices:

a) Going

b) Interested

c) Decline

The invitee might choose not to respond to an invitation at all.

7) Invite button

8) Attendance tab (Checking Attendees: We need to create a screen to check the RSVP (response) of people (How many were invited? , How many will be attending ? ))

9) Event Details

10) Gallery

11) Similar Events (Recommendation: Same category events on nearby dates)

12) How many of your followers are attending the event?

13) Event Cover Photo

Modify event (For the Host)

\*\*Editing an event:

1) Modify details of the event

2) Add photos/videos

To post photos or videos to an event:

Go to the event discussion and click Add Photo/Video.

Click Upload Photos/Videos to choose photos or videos to upload

Click Post to share photos or videos to the event's timeline.

Note: If the event is public, anyone who views it can see its photos and videos. Photos and videos posted on private events are only visible to people who were invited. Hosts can remove photos or videos from their event.

Event Deletion:

Once a user has deleted an event, he will not be able to restore the event. If you delete an event by accident, you must create a new event. Keep in mind that a notification will be sent to everyone who was invited and hasn't already declined or removed themselves from the invite.

Removing people from events:

If you are the host of an event, you can remove anyone who was sent an invitation except the event’s creator.

People will not receive a notification that they've been removed. They won't get future messages or notifications from the event, and it'll no longer appear in their events.

2nd Flow: New User Flow

From the login page, a person who has visited for the first time has to sign up. He will be redirected to a create profile page. First he has to set a username and password for his profile. Then he will be redirected to create profile screen.

User Profile:

A user will be able to create a user profile with basic details such as:

1) Name

2) Designation

3) Interest Areas ( While creating an event there is an event type that specifies the domain such as fundoo event , demo etc)- So a user will see only those events in his newsfeed which he/she selects here.

4) Profile Photo

5) Email ID/ Contact details

Once these are filled, a user will receive recommendations based on the interest areas.

The user can also see the following on the profile tab:

a) My Events tab redirection

b) My followers

When you open another user's profile, from search tab you should be able to view the above details and also option of following them and private messaging them should be there.

Another tab of common events should be there (Events you and the other user are going to /interested)

You can also see the events this person is hosting/ has hosted previously.

\* When a user sees his own profile from the newsfeed page, he will get a similar view as he is seeing for other user's profile except option of following & messaging won't be there.

So we will have 2 screens for profile: 1) One for the user himself. 2) Second for Other users

Notifications Logic:

The notifications would cover the following use cases:

1) User receives an Invitation for an event

2) Update on the event page where user has responded with Going/interested ( New post )

3) Someone followed the user.

4) Event details are modified (rescheduling or deleted)

5) Someone tagged the user in a post/ comment.

6) Event specific reminders:

\*\*\*\*\* Reminder feature for event\*\*\*\*\*\*\*

If the user has responded to an event with (Going/interested), he shall be notified about the event twice (one day before the event and 15 minutes before the event via notification).

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| --- | --- | --- | --- |
| **History** | | | |
| **Version** | **Date** | **Changed By** | **Comments** |
| 1.0 | 4/12/2019 | Pushpendra Singh | Initial version |
| 1.1 | 4/22/2019 | Pushpendra Singh | Added more features for event creator, users and the miscellaneous section |
| 1.2 | 4/25/2019 | Arnav Sharma | Added the General workflow for phase I  (Page 5-9) |