**Event Planner App – Requirements (Functions)**

General Description: Event planning process. Since we take care of numerous different types of Events, the app needs to be general and malleable enough to handle all of them, and have a nice, easy-to-navigate design.

* Every Employee must have a User Account
* Ability to freely create and delete Accounts (By HR)

Employee Accounts: basic information such as Employee ID, name, Role, Email, and phone number

* HR sets appropriate Username and a temporary password to newly created Accounts
* HR is responsible for resetting passwords
* Employee Role changes dynamically depending on the responsibilities they are tasked with by their managers and supervisors
* Each User Account should have a calendar associated with it
* Each calendars can only be edited by the corresponding User but is viewable by all
* User should be able to add in their general work schedule as well as personal affairs (to denote when they will, and will not be able to work)
* Ability for Users to set up occasions: Occasions send invitations to other users for an optional event; if they accept the invitation the event is added to their calendar; if they decline preferably with the ability to give a reason for why

Hierarchy: Event Manager >= Event Manager Assistant ( > Team Supervisor > Team Member) > General Employees

Event Managers who are the overseers of an entire Event. Each Event Manager has at least one Event Manager Assistant who directly assists and helps the Event Manager with all job duties. Beneath them are our General Employees who are handed tasks and responsibilities to complete for an Event.

* Event Managers are able to assign General Employees to an event
* Event Manager or Event Manager Assistant can divide the event responsibilities into however many teams the Event Manager feels are necessary
* Each Team created will have basic information which should be optional and editable

Team Information: Team name, a list of duties and responsibilities, list of Team Supervisors for this specific Team, and a list of all Team Members for this specific Team. From here, they should be able to further assign Team Roles as defined above.

* Each Team created is appointed a Team Supervisor (or Supervisors?) by the Event Manager or Event Manager Assistant

General Member: an employee who is assigned to an event but not yet to a team

Team Member: A general employee who is currently assigned to a team

* The Event Manager, and Event Manager Assistant are able to assign any General Members to any Team (making them a Team Member) or remove a Team member from a team ( making them a General Member)
* Team Supervisor is able to assign any General Member to their team or remove any Team Member from their Team
* Event Manager and Event Manager Assistant can create and destroy teams whenever necessary
* Event Managers and Event Manager Assistants can add and delete Employees from their events

Permissions: Along with the Users being classified in the same basic way as our Employees, there should be a Permissions system in place that also models the Employee Roles which controls view ability and access to certain aspects of the app. These Permissions should only be able to be set by the Event Manager and Event Manager Assistant.

* When a new event project is given to an Event Manager, they should be able to create the new Event in the app
* Only Event Managers can create a new Event
* One Event Manager per event
* Upon creation an Event should have basic information

Event Basic Information: Event name, type of Event, description, host (i.e. - what organization/company/person are we helping put on the Event), target audience, location, and date and time.

* All Event information should be optional and editable
* Event Manager should be able to add their Event Manager Assistant(s)
* Each Event needs to have an Event Schedule associated with it
* The Event Schedule should have automatic time-conflict detection and should notify the employee attempting to add the conflicting affair immediately and give the Employee the chance to resolve the conflict
* There should be permissions added, based on the User’s Role, as to who can edit the Event Schedule
* Need for an SMS/Chat system for communicating between employees part of an event
* Each Team should have their own team group SMS/Chat
* Group SMS/Chat that will be between all Team Supervisors, the Event Managers, and Event Manager Assistant(s)
* When a new message is posted to a group, the application will send a notification to each member of that Group’s mobile device to notify of a new message
* Each Event Member should have notification settings and preferences for each Group SMS/Chat they are a part of to turn off/on notifications for that Group. The Event Managers and Event Manager Assistants should have access to view all Group messages, but other Employees should only have access to the Group messages they are a part of