**User Stories and Acceptance Criteria**

**Role 1: President**

* As ***President***, I want to manage users (freeze the accounts of former members or create accounts for new members) so that I can preserve the system integrity of the site.
  + **Acceptance Criteria:**
    - Enter the users’ account credentials and basic information (member’s first and last name, email address, and temporary password) to create account.
    - Only members can have an account and only one account is allowed per member; Labeled “Active” by default.
    - Frozen accounts revoke the user’s ability to login and data is preserved to be recorded or reactivated later; Labeled “Inactive” with immediate effect.
* As ***President***, I want to upload documents and set visibility (All/Dept Heads/President) so that sensitive files are controlled.
  + **Acceptance Criteria:**
    - Allowed types: PDF, DOCX; max size 10 MB; upload ≤ 3 sec for 10 MB on campus net.
    - Only users within the visibility group can see & download.
    - Download events are logged (user, file, timestamp).
    - Files can be archived (not deleted) to preserve history.
* As ***President***, I want to receive monthly reports and know which dept the data originates so that I can stay informed of performance and be directed to the appropriate sources if needed.
  + **Acceptance criteria:**
    - View trends/visualization from the report as well as a qualitative interpretation of its trajectory.
    - Report aggregation (count/sum/average) must match the source data with 100% accuracy.
    - Compare with past reports; filter by mm/yyyy; select to view newest first or oldest first.

**Role 2: Department Head**

* As a ***Department Head***, I want to publish announcements (title, body, expiry) so that members receive timely updates.
  + **Acceptance Criteria:**
    - Required fields: title (≤120 chars), body (≤2,000), expiry (date/time).
    - On publish, the announcement appears in member dashboard within 1 minute.
    - An email is sent to all members who haven’t opted out.
    - Expired announcements auto-hide; status shows “Active/Expired.”
* As a ***Department Head***, I want to record attendance for a meeting by selecting a date and marking members present/absent.
  + **Acceptance Criteria:**
    - Save is ≤ 2 sec; edits create an audit entry (actor, timestamp).
    - Export CSV by month; includes member, date, status.
    - Bulk actions: mark all present/absent, then adjust.
    - Only Heads/President can edit; Members can view own history.
* As a ***Department Head***, I want to generate a monthly summary (counts by category, trend charts) from submitted reports.
  + **Acceptance Criteria:**
    - Filters: month/year, department.
    - Outputs: CSV and on-screen chart; PDF print view.
    - Query returns ≤ 5 sec for last 12 months.
    - Data source defined: internal forms.
* As *head of the reporting department*, I want accurate and easily accessible information so that I can compile the reports in a timely manner.
  + **Acceptance criteria:** User data from regular users is already aggregated and can be placed in a report template.
* As *head of the reporting department*, I want to receive forms sent by other departments so that I can gather valuable insights from aggregated stats.
  + **Acceptance criteria:** User can view all forms and other documents submitted by other departments.
* As *head of the reporting department*, I want to be able to see the report details I have submitted so that I can keep track of previous years and compare them.
  + **Acceptance Criteria:** Users can view a list of their previous submissions with timestamps and form details.
* As *head of the reporting department*, I want to enter and edit the calendar activities

**Role 3: Regular Member**

* As a ***Member***, I want to view and update my personal profile so that my contact information and preferences are correct.
  + Acceptance Criteria:
* As a ***Member***, I want to complete surveys pertaining to my involvement so that I can show my knowledge and active participation.
  + **Acceptance Criteria:**
    - User must be able to fill out and submit the form.
    - Each form can only be completed once per member.
    - Survey/form responses can be updated until the deadline to correct any errors.
    - Let users see an error or confirmation message for submissions.
* As a ***Member***, I want to view a calendar of upcoming workshops + other important events and receive announcements so that I can be reminded and plan my schedule around them.
  + **Acceptance criteria:**
    - Shows events on a monthly calendar that has a forward and a back arrow to see future or past month activities; The current day is highlighted by default.
* As a ***Member***, I would like to be able to pay my dues securely online so that I can remain an active member (optional, if time permits).
  + **Acceptance criteria:**
    - Payments are accepted and processed through the web portal using a reputable, encrypted API.
    - Input fields: payment method, card type, card number, csv code, expiry date, card holder’s name.
    - Collected data: timestamp, account holder’s name, cost amount required and received. Card info is never stored.
    - Let the user know if the transaction was successful with a confirmation message (page and email) or, if failed, an error message like “[field] is invalid.”
    - If user’s session times out before the transaction is submitted, reject the payment and notify the user to log back in.
* As a *Member*, I want to be able to see the responses to forms I have submitted so that I can track my contributions.
  + **Acceptance Criteria:** Users can view a list of their previous submissions with timestamps and form details.

**Universal Stories & Criterion (not role specific)**

* As a ***User*** (President/Head/Member), I want my login experience to be secure and authenticated so that my account role is only available to authorized personnel.
  + **Acceptance Criteria:**
    - Login verification that matches the unique email to stored password.
    - Error handling that lets the user know if their login attempt was successful or not, but not specifically whether the user/password was correct/incorrect (to deter hacking).
    - If successful, the roles are automatically routed from the server-side based on credentials entered in the login page.
    - If unsuccessful, users are temporarily locked out after 5 failed attempts and must wait 2 hours before trying again.
* As a ***User*** (President/Head/Member), I might forget or lose my password and want to be able to reset my password just in case, so that I can safely recover access to my account.
  + **Acceptance Criteria:**
    - A tokenized link is sent to the user’s email, prompting the user to enter and confirm their new password.
    - User must enter the token in a box after opening the link in email to verify they match, expires after 3 minutes.
    - Strong passwords use regular expressions (regex) to set security criteria (i.e., length min 8 characters, min of 2 numbers, min of 1 special character symbol, must start with a capital letter).
    - Passwords are hashed when stored in the database.
* As a ***User*** (President/Head/Member), I want to terminate my account’s session by logging out so that I can protect my information from the outside, especially if I use an untrusted device.
  + **Acceptance Criteria:**
    - Display message that lets the user know the session has successfully ended.
    - Redirects to main menu page with the option to log in again.
* As a ***User*** (President/Head/Member), after I log in, I want to see a personalized dashboard so that I can quickly navigate relevant functions for my role and to know at first glance what the platform offers.
  + **Acceptance Criteria:**
    - The user is welcomed with their name and role in the top banner.
    - Organized list of links to easily access what the user wants to do.