**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 side-by-side; filter by month/year; select to view newest first or oldest first.
* As a ***President***, 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 ***President***, I want to view every user’s account so that I can manage and monitor activity.
  + **Acceptance Criteria:**
    - Log how frequently each user accesses and engages with the site.
    - Displays a list of users that must be sortable by name, role, active/inactive status, and time/date of last login.
* As ***President***, I want to receive request from visitors to join our organization so that we can expand our horizons.
  + **Acceptance Criteria:**
    - Visitors can fill out a contact form that includes basic sign-up info (full name, email) and a text box for a personal statement on why they want to join.
    - Only the president can accept/decline these requests.
    - The request should be received within 3 minutes from the sent time.
* As ***President***, I want to enter and update the calendar activities so that everyone can be notified of important dates.
  + **Acceptance Criteria:**
    - Must be consistent across all roles (President/Head/Members/Admin) and visible with 5 seconds of posting.
    - The enter and edit box must be the same dimensions as the final post display to keep the formatting predictable and consistent.
    - Select who has permission to modify the calendar activities (only the post creator or just the president/dept head or both)
    - Previous versions of announcements must be overwritten when displayed to users, but all changes must be logged in the audit trail (user ID, role, action (add/edit), timestamp, activity ID).
* As ***President***, I want to mark a calendar event as recurring (daily, weekly, monthly, yearly) so that I do not need to manually create the same event multiple times.
  + **Acceptance Criteria:**
    - Choose a recurring pattern (daily, weekly, monthly, yearly) and select the number of times it repeats (or an end date), indicated by a symbol/visual.
    - Cancel individual event occurrence or the entire series; “cancel this event only or all events in this series?”; make events editable.
    - Must hold at least 12 months of recurring events without data loss.
    - Cancelled events indicate whether the event has been rescheduled and why, along with redirects to the new date if applicable.

**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 a ***Department Head***, I want to enter and update the calendar activities so that everyone can be notified of important dates.
  + **Acceptance Criteria:**
    - Must be consistent across all roles (President/Head/Members/Admin) and visible with 5 seconds of posting.
    - The enter and edit box must be the same dimensions as the final post display to keep the formatting predictable and consistent.
    - Select who has permission to modify the calendar activities (only the post creator or just the president/dept head or both)
    - Previous versions of announcements must be overwritten when displayed to users, but all changes must be logged in the audit trail (user ID, role, action (add/edit), timestamp, activity ID).
* As a ***Department Head***, I want accurate and easily accessible information so that I can compile the reports in a timely manner.
  + **Acceptance Criteria:**
    - Build and save templates for the form reports with confirmation on save.
    - Selectable fields: title, name, date, responses, totals, etc.
    - Define formatting: charts, tables, grouping, filters, etc.
    - Text box (≤ 2,500 chars) input qualitative comments to interpret the quantitative metrics provided.
    - Save at least 20 templates without system degradation.
    - Templates must be reusable indefinitely until deleted, then confirm deletion with an “Are you sure?” alert.
* As a ***Department Head***, I want to receive forms and other documents submitted by other departments so that I can gather valuable insights from aggregated statistics and consolidate entries into one big report.
  + **Acceptance Criteria:** 
    - View all forms and other documents submitted by other departments (read-only), shows dept ID and timestamp.
    - Filter by department, date, form title, deadline.
    - Handles at least 200 concurrent form submissions.
    - Tag forms as “Reviewed”, “Finalized”, set to “Pending” by default.
* As a ***Department Head***, I want to receive forms submitted by members so that I can gather valuable insights from aggregated statistics and build a department report.
  + **Acceptance Criteria:** 
    - View all forms and other documents submitted by member (read-only), shows user ID and timestamp.
    - Filter by date, form title, deadline.
    - Handles at least 200 concurrent form submissions.
    - Tag forms as “Reviewed”, “Finalized”, set to “Pending” by default.
* As a ***Department Head***, I want to be able to see the report details I have submitted to the President so that I can keep track of previous years and compare them.
  + **Acceptance Criteria:**
    - Shows under “My Forms” in the user’s personal dashboard.
    - Each form displays a title identifying the sheet, status (pending, approved), timestamp of when it was submitted, and due date/time.
    - Display a list of previous form submissions in chronological order with timestamps.
    - Clicking the form In the list opens a copy of form details (read-only).
    - Drop-down select for the number of forms to display per page and must support at least 1,000 total form submissions.
* As a ***Department Head***, I want to mark a calendar event as recurring (daily, weekly, monthly, yearly) so that I do not need to manually create the same event multiple times.
  + **Acceptance Criteria:**
    - Choose a recurring pattern (daily, weekly, monthly, yearly) and select the number of times it repeats (or an end date), indicated by a symbol/visual.
    - Cancel individual event occurrence or the entire series; “cancel this event only or all events in this series?”; make events editable.
    - Must hold at least 12 months of recurring events without data loss.
    - Cancelled events indicate whether the event has been rescheduled and why, along with redirects to the new date if applicable.

**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:** 
    - Required fields: first name, last name, email, phone number, street address.
    - Users can only view and update their own profile.
    - Profile must show “last updated” timestamp and logs user ID for changes.
    - If the update is successful, the system must display the changes within 2 seconds of clicking the button to confirm changes (page auto refreshes)
    - If the update is unsuccessful, such as if the session times out prior to confirming changes or invalid field input, the system must display an error message that states what went wrong.
* As a ***Member***, I want to complete surveys pertaining to my involvement so that I can show my knowledge and active participation.
  + **Acceptance Criteria:**
    - Must be able to fill out and submit the form.
    - Each form can only be completed once per member; member name on the form is determined as the account name belonging to the user ID.
    - Validate inputs so all required fields are relevantly filled; no blank forms or nonsense inputs like keyboard mashing will be accepted.
    - Survey/form responses can be updated until the deadline to correct any errors.
    - Let users see an error or confirmation message for submissions.
    - Logs user ID, submission ID, timestamp on successful form completion.
* 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 (read-only).
    - Navigation 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:**
    - Shows under “My Forms” in the user’s personal dashboard.
    - Each form displays a title identifying the sheet, status (pending, approved), timestamp of when it was submitted, and due date/time.
    - Display a list of the user’s previous form submissions in chronological order with timestamps.
    - Clicking the form In the list opens a copy of form details (read-only).
    - If there is nothing to display, let the user know with a message like “You have no past form submissions”.
    - Drop-down select for the number of forms to display per page and must support at least 1,000 total form submissions per user.

**Role 4: Admin/Maintenance**

* As an ***Admin***, I want to view system logs so that I can monitor webapp activities and for troubleshooting issues.
  + **Acceptance Criteria:**
    - Log entries must include timestamp, user ID, action, status.
    - Filters: date, user ID, action, role.
    - System logs are auto purged after 90 days to save on storage; individual logs cannot be manually deleted.
    - Use a Node.js script that is scheduled to query logs, generate CSV/PDF, and export to a designated folder.
* As an ***Admin***, I want to assign user roles and grant permissions so that access is properly controlled.
  + **Acceptance Criteria:**
    - Assign user roles (President/Dept Head/Member/Admin) and grant permissions to these roles (Create/Read/Update/Delete).
    - Role changes will log the before and after status of the user, user ID, admin ID, and timestamp.
    - Updates to roles/permissions take effect immediately.
* As an ***Admin***, I want to view a dashboard of performance metrics and receive notification to email if a system failure occurs so that I can quickly respond to critical errors or downtime.
  + **Acceptance Criteria:**
    - View a history of notifications happening within the past 90 days.
    - Alerts include timestamp, affected system module.

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

* As a ***User*** (President/Head/Member/Admin), 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/Admin), 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/Admin), 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/Admin), 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.