

Team Meeting

Date: 10/29/2020

Time: 5:00 PM CST

Location: Via Zoom

Meeting called by:	Maria Amaros	Type of meeting:	Team Meeting
Minutes prepared by:	Lydia Pape		

Attendees: Dr. Bonnell, Lydia Pape, Emery Wolf, Peyton Freeman, Jeshua Suarez-Lugo, Riley Durbin & Maria Amaros

Minutes

Agenda item: RioGrande website **Presenter:** Maria Amaros

Discussion:

Showed Dr. Bonnell how to find the project website with deliverables through RioGrande. (Does not include the prototype.)

Conclusions:

Email Dr. Bonnell with the link to the website.

Agenda item: Prototype of Volunteer App **Presenter:** Maria Amaros

Discussion:

Looked at criteria for event creation, the calendar, how an admin can edit or cancel an event, how a volunteer can cancel their signup for an event, what it might look like for an admin to generate a report, how a volunteer can check in to and out of events and what it will mean if they forget to do so, what it would mean for students to be dishonest about their checkin/checkout times, how volunteers might sign up for only part of a long event, and the analytics page with statistics.

Conclusions:

It might be nice if the admin could occasionally input a time more specific than the 30-minute intervals presented as options. Event criteria should include graduation year (not entry year), but does not need to include gender/sex. Other criteria will need to be added, that students will also be able to search by. Admins should also be able to set reminders for an event upon its creation. Events that are very long/come-and-go may need to be posted by admins as several shorter slots for volunteers to sign up.

We need Dr. Bonnell to email the team with details of what format reports should take.

Categories of volunteers include, in addition to Students and Faculty members, Staff members and an Other category for volunteers who are not necessarily part of the SoM.

Volunteers (including students) should have permission to edit what time they are checking in/out at, in case they forget to log it right when they show up or leave. Worrying about dishonesty from volunteers about these times is beyond the scope of this project. The database should record to the nearest 15 minutes how long a student spent working at each event.

The team needs to find out if the event calendar could realistically be synced with, say, Google calendar, for further ease of use.

Agenda item: Discussion, questions

Presenter: Dr. Bonnell, Maria Amoros,
Riley Durbin

Discussion:

The team and Dr. Bonnell brought up questions and other misc. topics to wrap up the meeting. These topics included the possibility of repeating events (new requirement), the logo (cool), mobile phone compatibility (yes), how data is currently stored for the SoM volunteering system, and the possibility of a future meeting prior to the November first release.

Conclusions:

The team needs to investigate how feasible the addition of repeating events will be (so that an admin could create a set of repeating instances all at once, and a volunteer could sign up for the whole set all at once), and get back to Dr. Bonnell over email.

Let's be certain the system is mobile-friendly; this is very important.

Email Dr. Bonnell to ask for a template Excel sheet.

Email Dr. Bonnell the exact date and time of the demo in mid/late November, ASAP.

Also email Dr. Bonnell with any further questions that come up, and if we decide we want to hold another meeting before the demo.