18 September, 2020

TCU and UNTHSC School of Medicine Volunteer System Project Meeting

- Anticipated Present
  - Client/Primary Stakeholder
    - Dr. Bonnell
  - Software Team
    - Maria Amoros
    - Lydia Pape
    - Peyton Freeman
    - Jeshua Suarez-Lugo
    - Emerson Wolf
    - Riley Durbin
  - Professor of Software Engineering
    - Dr. Wei
- Attendees
  - All of the above
- Agenda
  - 2:30PM – 2:34PM
    - Brief introductions
  - 2:35PM – 3:00PM
    - Questions about requirements of software to be developed (details below)
- Key Takeaways from client interview
  - Who will update the web app after we're gone?
    - The team will train someone in the UNTHSC (not Dr. Bonnell) to update the information in the long term.
  - How is this information currently stored?
    - An Excel spreadsheet on Dr. Bonnell's laptop.
    - May we have an example of what that spreadsheet looks like?
  - Is there an example of software that this project should be modeled after?
    - Not one in particular.
    - We and Dr. Bonnell should maybe look at some, to get a more concrete idea of what is needed; see especially the Mercy Clinic Senior Design Project from last year.
  - Who will be creating the events? Will that be a specific person's job?
    - The organization would contact Dr. Bonnell, who would then add in the event.
    - In the long term, they may eventually want to let certain outside organizations create events without the intermediate step.
  - Graduating year requirement for student users
    - All student users must have their anticipated graduation year associated with their accounts. This information must be visible to administrators.

- Either limit certain events to only students of certain grad years (such as only juniors and seniors), OR prioritize certain years over others for certain events.
  - ○ Pushing out an event
    - ■ Should send out push notifications upon finalizing event creation (admin should receive confirmation dialogue to finalize or cancel before publishing event)
  - ○ Signing up for events like enrolling in courses
    - ■ Can be months in advance
    - ■ Waitlist
  - ○ Canvas (3rd party)
    - ■ Like TCU Online (also powered by Okta)
    - ■ Students check it often
    - ■ It would be nice if this project could connect directly with Canvas. (This may not be possible.)
    - ■ If this project could produce output that could easily be transferred to Canvas with one manual step, that would be almost as good.
    - ■ What is Canvas? Some team members are not familiar with it; we should probably look into it.
    - ■ How are announcements posted on Canvas? Can Dr. Bonnell connect the team with the person who knows the details of how this is done?
  - ○ Should this be a mobile app or a website?
    - ■ This decision is up to the software team. It should easily interact with a phone (for student users), as well as a laptop (for admin user(s)).
    - ■ If it is not an app, there still needs to be a way to notify students of updates (email is a possible option but probably would not be ideal). Maybe notify students by text message?
  - ○ Who signs up for events? Only students, or faculty too?
    - ■ Students and faculty members can both sign up for events, but there needs to be a clear indication of whether a user is a student or faculty.
    - ■ General faculty will not have admin privileges. They will probably have the same interface/options as the students.
    - ■ Faculty check their email more than Canvas, so maybe they should be notified differently?
  - ○ How should student accounts be created?
    - ■ Probably automatically and uniformly, using TCU email and profile picture.
    - ■ Students could change/create their own password.
    - ■ What is the format of the existing data (like a spreadsheet)? What does it look like? Could it be exported? Can we have a sample? We could import this to the app directly, so student account creation would not have to be done manually.
  - ○ Visual design?
    - ■ That is up to the team—let's be creative!

- ■ Beware of copyright issues with logos.
  - ○ Contacting Dr. Bonnell
    - ■ By email is good
    - ■ By text is okay if it's urgent
- ● Next Steps (taken from the above)
  - ○ Dr. Bonnell
    - ■ May we have an example of the volunteer data currently stored in an Excel spreadsheet?
    - ■ Maybe look at some examples of volunteer/scheduling software, to get a more concrete idea of what is needed; see especially the Mercy Clinic Senior Design Project from last year.
    - ■ Connect the team with the person who knows the details of how to post announcements/generally work with Canvas.
    - ■ Provide the team with a sample of incoming student data (names, email addresses, grad years) that could be imported to automatically generate student user accounts.
  - ○ The software team
    - ■ Maybe look at some examples of volunteer/scheduling software, to get a more concrete idea of what is needed; see especially the Mercy Clinic Senior Design Project from last year.
    - ■ Learn about Canvas.