# **Team Meeting**

**Date:** 03/05/2021 **Time:** 11:00 AM CST

Location: Via Zoom

Meeting called by:	Dr. Wei	Type of meeting:	Team Meeting
Minutes prepared by:	Maria Amoros		

Attendees: Dr. Wei, Maria Amoros Lydia Pape, Emery Wolf, Peyton Freeman, Jeshua Suarez-Lugo, Maria

Amoros & Dr. Bonnell

## **Minutes**

Agenda item: Sign-up for event Presenter: Maria Amoros & Peyton

Freeman

Discussion:

Sign-up for event was completed

**Conclusions:** 

No conclusions for this point.

Agenda item: Modify events Presenter: Maria Amoros

**Discussion:** 

Modifying events is possible and completely working in the front end and the backend.

#### Conclusions:

Modifying events is possible. Dr. Wei suggested changing the format for the event management to have all events in a list with buttons for view, edit, cancel and change.

Some important notes taken in this meeting:

#### For us

- Backend class hierarchy (Users = Admins, Faculty, Students, Staff, Other?) (not done maybe about to be done)
  - Hibernate strategy for mapping superclasses and subclasses
    - @MappedSuperClass instead of @Entity

- Subclasses extend the superclass and use @Entity
- There's more, but that might be all we need
- This is a refactoring thing.
- Will be able to condense user/event relations (waitlist/signup/attendance)?
  - If so: Will events still be able to show, say, the waitlisted students separate from the waitlisted faculty? (This is pretty important assuming separate student and faculty capacities)
    - Actually, that is a point: how important is it for Events to be able to display separate lists for different types of users for:
      - Waitlists probably important.
      - o Signup lists yeah, same as waitlists
      - Attendance lists (can we use just one Attendance class?)
    - Different types of users can still easily show their own event-related lists -- such as, all the events this particular student is signed up for. Don't anticipate any problems there
    - Idea: sure, an Event can have just one big waitlist for everyone, but when necessary, could go through that list and isolate the users of a certain type... how hard could that be?
- Authorization this is important.
  - o Vue/Thymeleaf and Session?
  - only Vue and JWT?
  - o Firebase??
  - AWS???

### For Dr. Bonnell

- What should the system do if
  - Students "check in" for events they aren't really attending? (Anything? How to detect?) (not as worried about this one as we could probably make a warning --Jeshua)
    - ANSWER: Don't worry about it
  - Students forget to check into or out of events they do attend? (Again, anything?)
    (Definitely want clarity for this one -- Jeshua)
    - ANSWER: Allow students to edit the time when they check in/out
- What do reports look like? Or at the very least, what information do they contain?
  - Volunteer activity of a certain person?
    - Of students only, or of faculty too?
    - Which organizations? Events?
      - Events or hours wait-listed? Signed up for?
    - Number of hours volunteered (between check-in and check-out)?
  - Volunteer activity for a certain organization?
    - Which events?
    - Which students?
    - Total hours?

- Volunteer activity for a certain event?
  - Etc...
- o All of these?
- o More than one of these in the same report?
- We really just need examples
- Last time we met with you, you asked that we include a new option for event creation, to specify the required sex for the event (which in most cases, and by default, would be "all"). It has since occurred to us to ask for clarification: should this field specify sex as in male or female, or gender as in men or women? Or should it be a combination thereof (we can add any number of options)? It just depends on what kind of requirements you think events are more likely to have. I'm not sure of the correct nomenclature, but I think Male, Female, All should work.
- For types of users in this system, we remember you saying there should be Admins, Students, Faculty, Staff, and Other. Admins are the only ones who can approve or remove user accounts, create, and manage events, and create reports, and Students are the only ones with a specified graduation year. It's been a while since we talked about these categories. Is this all correct? Are there any other differences between the types? I can't think of any other differences. Year of graduation for students is the most important.
- For each event, we currently have fields for the student capacity and the faculty capacity (the maximum number of students and faculty, respectively, who can sign up for the event). We plan to enforce these maximum capacities with waitlists (so when someone cancels their signup, someone on the waitlist can get signed up instead). Is this what you want? If so, should there be a limit on how long a waitlist can be? And should waitlists be prioritized simply by timestamp (who got on the waitlist first), or should, say, graduation year be taken into account (should seniors be prioritized above first years to get into a full event)? These are great questions that I hadn't considered. Definitely would want a waitlist—perhaps the waitlist is equal to the number of slots in the event. So if I need 6 students/2 faculty the waitlist would max out at 6 and 2. I think timestamp should be the default priority because I can limit the initial invitation by class if that is relevant for the event. For example, if the event requires that they already have clinical skills, I might only invite 4th year students.
- Does it make sense to you that the waitlists for students and faculty should be separate from one another? If so, should "staff" and "other" also have their capacities and waitlists? We could instead have just one capacity field per event, and one waitlist for all types of users. (The latter will probably be easier, but it's up to you!) it would be ideal to have the ability to have a separate waitlist for faculty and students because some events require that faculty be present to clinically supervise the medical students. So if a faculty member drops

- out they have to be replaced by another faculty member. For the other categories of staff, admin and other this shouldn't be an issue and they would only be included in big events where specific skills aren't required.
- What are the categories to be included for when events are created? Let's review this together on Friday as we walk through the program.
- Right now, we have implemented user registration such that each user will register himself/herself and that be saved, and then you can review who has registered (and remove or disable the account if needed) Would you want us to keep it this way? Or for us to insert the students, and then give them their account with their respective password (which they can change later)? The bulk of the registration will just happen once per year with each new class. So I want to register the entire class when they start and give them initial password so I know they are all receiving messages from the beginning. I still need the ability to add, remove, disable as well. Could we take an excel file of all the students and automatically generate the accounts?

#### NEW(er) questions for Dr. Bonnell

- "Sex" option when creating Events-- should it be sex (male/female/all) or gender (men/women/all)? Or, both??
- Event waitlists
  - Each event is assumed to have a set student capacity and faculty capacity. We are prepared to enforce this with a student waitlist and faculty waitlist.
    - Is it important that Students and Faculty be kept track of separately in this way? Or would it be appropriate to have one big waitlist and one big signup list for everyone? (just one "capacity" field for each Event)
    - Last year you said there should also be two more types of volunteers called Staff and Other. Do these categories still seem important and should these also have their own waitlists/signup lists?
  - o How big can a waitlist be? Can it be infinite?
  - How will volunteers on a waitlist be prioritized?
    - Just by timestamp (FCFS)?
    - Should graduation year (for students) be taken into account?

#### Meeting Oct 29

- Showed Dr. Bonnell RioGrande website
- Showed prototype
  - Event creation
    - Time of event dropdown
      - 30 min time increments is good
        - Way to override with more specific time? May be helpful sometimes but not usually necessary
    - Criteria
      - Grad year
        - Should be by GRAD year, not entry year

- Sex
  - Probably not a necessary field
- Other
- Description
  - Can include hyperlinks (like, to organization's website)
- Event appears in calendar after creation
- Also! Admin should be able to configure when/how reminders get pushed out about the event
- Calendar
  - Filter by...?
    - Date
    - Other criteria?
      - Probably wise to build in search by another criteria
        - Community event
        - Health fair
        - Etc.
- Event details
  - Edit, for admin
  - Enroll, for volunteer
  - Cancel
    - For admin, cancels event
    - For volunteer, cancels only their showing up
- Report generation
  - Generate reports by the same categories we search by
  - How many total service hours in the month of September 2021, for example
  - The class of 2021
  - For certain events
  - Output should be a spreadsheet
  - Email Dr. Bonnell -- details about format of reports...
- Volunteers should include...
  - Students
  - Faculty
  - Staff
  - Other
- Event cancellation
  - Yes or no confirmation screen
- Check-in/check-out
  - Student has to say which event they're checking in to/out of
    - Student forgets to check out
      - o Let student say retroactively what time they checked out
        - Default is at current time, but student could override
        - Potential dishonesty it's small enough we're not worrying about it; Dr. Bonnell will know anyway

- Records on DB about how much time student spent working at event
  - Dr. Bonnell doesn't care to the exact minute; makes sense to round to nearest 15 minutes
- Longer events that one student can't attend all of
  - Admin could break up long event into smaller slots
- Calendar syncing?
  - Could sync event calendar with Google calendar...?
- Analytics
  - Do we need stats?
  - What other stats do we need?
- Hey, what about repeating events???
  - We did not think about this before
  - o How to create repeating events?
  - o How to sign up for all instances of a repeating event?
  - o Email Dr. Bonnell -- can we do this or not?
    - We probably can
    - I believe in us
- School of Medicine Volunteer Scheduler logo
  - Cool!
- What will this look like on a student's phone?
  - Must connect thru website
  - Website is mobile-friendly
- Excel sheets examples or template?
  - o Email Dr. Bonnell -- will send us a template.
  - The whole process is new at the moment
    - Old info stored in calendar (?)
- We could meet again before the demo date
  - Email Dr. Bonnell with the date and time of the demo
  - o If we want to meet again or have questions we should ask over email

## Meeting January 29

- Update from Maria
  - Lydia and Riley almost have the backend finished
  - REST API
  - Project deployed; we can change the URL
    - Link: <a href="https://volunteer-app-cd77f.web.app/#/">https://volunteer-app-cd77f.web.app/#/</a>
  - Demonstration of Firebase hosting
    - Free unless we have > 200,000 visitors (not likely for us)
  - o Calendar: Peyton is working on it, just about finished but not deployed yet
- Q's for Dr. Bonnell
  - What fields should we have for creating events?
    - Current fields: name, org, description, address, start/end date/time

- TO ADD: class year, categories, male/female (optional) AND/OR comments
  - male/female will rarely be used and maybe could just be included in the comment/description
- What to put on the front page?
  - Maybe the calendar (since this is very important/central information)?
  - Dr. Bonnell might think about it more
- Plans for the remainder of the sprint
  - Everyone's tasks (see in agenda)
  - Authentication (multiple possible ways)
- Dr. Bonnell's questions
  - How will incoming students be added to the DB?
    - Students will register and admins approve?
    - Is there a batch way to create lots of user accounts from spread sheet of emails? (not required, but would be nice)
      - Maybe; we will look
- Dr. Wei
  - Use cases??? What is the progress on each user story?
    - We need to provide a list/progress report by Monday
      - Update use cases doc in writing and/or matrix
    - Jeshua: "create event" is about 25% done and may be done by Monday
    - Maria: There was some trouble connecting front and back ends, but we are close
  - Advice on Github
    - Everyone sharing one code base is very important!
    - Maria shows Github codebase: only thing not currently merged to master is calendar
      - All future branches will be based on master and merged as soon as functionality is achieved
    - Merge often, merge small (in self-contained units) so that conflicts can be solved easily
      - (we kinda learned this the hard way this past week)
    - We shouldn't include node\_modules or .idea or .vscode in Github-- use gitignore
    - Maybe use two folders: frontend and backend, to make structure less confusing
    - Make sure this Github project is private
  - Sign up feature
    - When do we plan to have it done?
      - Probably next sprint
  - Questions for Peyton on calendar
    - Vue/frameworks
  - Communication: so important

- WARs must be done by each Friday at 11AM, everyone must attend meetings on time
- Next time (February 5th)
  - Calendar
  - Front end and back end talking
  - Event sign up
- Q's for Dr. Wei
  - Jeshua: when is use cases doc due
    - Let's say Tuesday morning
    - It can just be a draft, but there has to be something
    - Format is not important
  - o Dr. Wei is (as always) available for further questions/communication by email

## Meeting March 5th

- Discussed progress and questions briefly
- Maria demos the frontend
  - Student account creation
    - Currently each student can create their own account
    - We need functionality to create accounts in bulk from a spreadsheet
    - Firebase console can be used to disable/delete users as needed
  - User logs in -> dashboard with events, hours, etc.
    - Dr. Bonnell likes the user dashboard; seems useful
    - Not a high priority; get other things finished first
  - Calendar
  - Event management
    - Create event
      - Category
    - Modify event
      - Populate fields with existing data?
        - Not necessarily
        - Ok so the backend needs to be modified for that...
          - Fields other than dates and category will be overwritten!
    - Delete events
  - It should be easy for admins to check on events
    - Dr. Bonnell wants to be able to check on who's signed up for an event
  - Check in and check out
    - In demo, the find attendance didn't show a check out time... why didn't it go through?
  - Reports (incomplete)
    - Excel file
    - Only feature still considered missing
  - Also need authentication based on role...

- Follow up questions for Dr. Bonnell
  - Lydia: about separating waitlists/signup
    - Faculty need to be separate
    - All others can share a waitlist
    - Waitlist length should probably just be equal to corresponding capacity
- Dr. Bonnell leaves
- Dr. Wei's suggestions
  - Get about 20 real events from Dr. Bonnell to use as test data
    - A lot, so that we can adapt the interface to accommodate large amounts of data
    - Example from web tech class: no drop down, just a list of items with buttons to see details, edit, or delete on each row
    - Ask Dr. Bonnell: how many events are we expecting to store?
  - Authentication and Authorization: the next important thing.
    - Make sure the admin sees different options on login
    - Make sure there are measures in place so that students can't get around admin authorization
    - Riley: Firebase can be used to assign these roles
  - Weekly automatically backup the database
    - We don't want to lose all the data if it crashes
    - Always be pessimistic
  - Be safe over spring break! We will still try to meet next Friday.