Client Meeting
10/3/07
Ryan Rose for Bad Robot Enterprises

Today we went into the next level of functionality for the survey system project. We discussed the administrators' and the teachers' interaction with the site and a general overview of what the initial sign in page would detail.

Administrators of the web site will:
- See requests for access (log in info)
- Create accounts
- List of students/teachers to confirm
- Ability to manage teachers
- Ability to manage students
- Statistics will be shown
  - Users logged in
    - Groups
    - Demographics
  - Active surveys
    - % completed
- Quality control
  - Error checking
  - User feedback
  - Unfinished surveys
    - Partially saved
    - Finish later?
- Surveys
  - Listed by date
  - Statistics
- System Recovery
  - Snapshots kept of server info at certain times
  - Kept off site (or individually by teachers)

Teachers are able to:
- Manage their own account
  - Pre-log in
- Create surveys
  - Edit header
  - Edit questions
    - Multiple choice
    - Ratings scale
      - Scale from 2-16
    - Single text
    - Multiple text
    - Demographic information
    - Image/multimedia
      - Inappropriate omitted

- o Time constraints on surveys
  - ▪ Date given when finished
  - ▪ Kept six months or so after that date

- Manage surveys
  - o Add
  - o Delete
  - o Edit
  - o Make public
  - o Preview
  - o See results
    - ▪ Pending surveys
    - ▪ Completed
  - o Saved to teachers computer in a file, so they do not lose them/progress during creation
  - o Who would receive surveys
    - ▪ Men/women
    - ▪ Certain demographics
    - ▪ Age
    - ▪ Sent to certain class
    - ▪ Groups or locations
    - ▪ List of students who can take surveys
- Contact administrator with information
  - o Problems
  - o Quality feedback

The **main page** will contain:
- Username
- Password
- New user link
  - o Teachers will select that they are a teacher
  - o E-mail/message will be generated to admin to allow teacher access/create their account
- Forgotten password link
- Contact Us link
  - o Used for third-parties to contact admin
    - ▪ Information about the site
    - ▪ Copy write infringement
    - ▪ Personal message system
      - • E-mail to admin
- User Agreement during creation of account