CLIENT MEETING #1					
Date	09/10/2012	**Start Time**	4:00 PM	**End Time**	4:33 PM
Attendees	Chris Small, Tyler Vorpahl and Eduardo P. Barbosa				
Client	Dr. Darren Lim				

➔ What would you say the main problem is

I need software support to run an academic conference, so running an academic conference involves registration process for many different users, attendees that are submitting something like an article or a poster, and also for a reviewer that is assigned to review the submitted materials; lastly you could be an organizer who has 25-50 support people.

➔ Do you want a general interface for all users, or specific to each type of person

Things are going to have to change so that there are specific registration pages for users, for students vs. faculty, students doing the posters versus programming contest, or both, etc.

We are not doing this for CCSNE 2013. That is just for context so you may want to look at the site in terms of the information required for the new system however it should just be used as an informational site. Much of the information on the site is just static, what are the hotels, what are the details of the event. What you should do is go to an older conference and look at the registration page to get ideas as to what the system would want in terms of what information someone would need to be one of these roles. How many banquet events do you want, do you want chicken or fish, what time do you expect to attend, do you need extra parking.

➔ Are we pulling information from database or is it manually

There is no database, so all information will be manually added (into a database). I demand no specific database; whatever suits your needs for the project will be sufficient.

➔ Who else would use the system?

Users would be organizers of the conference, one of the things that you can do on some of the older sites there will be lists of the programming committee which contains roles of who is incorporated at our level (Not the CCSNE level). Organizers, participants (speakers, presenters, poster presenters) --- are the two main groups that would be using the system.

➔ What server is used for the website?

Oraserv.cs.siena.edu runs the oracle server, you will use it in Scotts class and holds most software engineering projects as well. HOWEVER, no server is specifically required. It needs to be web accessible.

➔ Do you have some date or deadline for us?

The one that you should concern yourself with is one week from this coming Friday that is the software plan demonstration, first mile stone. First chance to speak in front of entire class and client! To discuss what your ideas of how you see the project, your software plan is your initial sell point of why I should hire you. You need to show a strong understanding of the statement of the problem.

One part of a project like this that is the most helpful to a conference organizer is the ability to handle paper submission and review. The most helpful aspect, as it is too hard to do by hand. Initially getting everything uploaded, and making sure the papers are anonymously assigned to reviewers. A reviewer cannot review something from their own school, other than that it should be random.

Fake submitters are no problem as they pay the $200 fee anyways, never was an issue in the past. Fake reviewer, all you need is name, school, and areas of interest. Fake reviewers could be an issue.

Three separate reviewers per paper, no reviewer should be assigned more than 4 papers to be graded is the optimal solution. This conference receives normally 30-50 papers, another conference had 259 papers, Sharon and Dr. Lim just submitted a paper and it was number 900-something.

No prior history, this is the first year Dr. Lim will be in charge of running a conference.

Other key aspects:

- Do background research check to see if there are systems out there!