CLIENT MEETING #2					
Date	09/17/2012	**Start Time**	6:34 PM	**End Time**	6:54 PM
Participants	Chris Small, Alyssa Nghiem and Ryan Kennedy				
Client	Dr. Darren Lim				

1. How real does payment for the conference have to be? If fake, should we use a mirror account similar to paypal? And how do we validate that they've paid?

   This is not a big issue. The other team said that in the past they would mail a check separately. The treasurer of the organization would receive and later go into the system to check off that it's paid.

   "Would you want electronic options?" I'm going to ask Dr. Breimer and see how easy it is to set up. Might be an interesting exercise to do it but it's not a big deal. Paypal does handle credit card transactions.

2. Web browser compatibility? Mobile access?

   I'm going to test this out on current browsers and my iPad. Use current browsers such as Chrome, Firefox, Safari, and IE9. Do not use flash. There may be some limitations on java script. Only focus on tablets and computers. I don't want you to worry about that.

3. Is this Siena specific or is it going to be reused in the future?

   It should be applied to an educational conference, not like a business conference where people are submitting abstracts or papers. Should be a general web app.

4. What are the qualifications to become a reviewer? How do we go about checking the validity of the reviewer?

   That would be someone who is in charge of processing the reviewers. We actually do have a reviewer's chair. I don't think there has been a problem with people spamming it and bogus reviewers. These are mostly academics so we can just look up the department and see if they are actually there. This should not be automated by the system. We can just have someone say this person is authorized and check them off.

5. Do you want one registration page for each person signing up (etc students vs faculty, users, posters vs programming contest, or both…)?

   We were discussing this earlier today. The problem is people are registering at different times. If you are a reviewer, you can register to be one now, and submission as well. The

problem is if you have a general page, there is so much information that a person has to check off. They might check off something they didn't intend to.

6. Where do we obtain all static information about the conference?

There should be a page where I can input information such as hotels.

7. Can someone be both a submitter and reviewer?

Yes, you can submit a paper but there is a general reviewer form and go through tutorials and workshops. There are also reviewers for posters. There is no general area for you submitting. It is possible to be able to check off both. Papers and everything else have separate deadlines. If you submit a paper and you register for the conference, then you might later on say you're going to be a part of the programming contest. When you submit a paper, you can have the option to list interests in everything else. There are timing issues that you want to be sensitive to. Whether or not, you want to organize everything so that its clear, in one initial page is fine but the page will be busy. Some links will not be valid until the time gets closer. Programming teams are not till February.

8. User characteristic definitions?

People who are submitting things to participate in the conference, people who are reviewing, people who are organizing things (Dr. Lim for the Siena conference). I think the system should do a good job in signing reviewers to content and not violate certain rules. Papers chair, tutorials and demos chair, reviewers chair. Everyone needs to register and pay. ALL ATTENDEES PAY.

9. Are submitters allowed to submit more than one paper? If so, do they have to pay the $200 fee again or is it one time only?

Yes you can submit more than one type of work. Pay when you attend the conference whether you submit something or not.

10. What information should we gather after a reviewer reviews a paper?

What would be nice is a reviewer would log into the system and type into forms their responses/comments. For most, I think the conference 4 point scale or 5 point scale. I don't know how easy it is to find the reviewer information (old site) unless you sign up as a reviewer. We actually give people, in the system we used to use, logins and there would be reviewer pages. I can't remember how they look. If need be, I could probably get you a copy of what they look like.

A general layout of how everything should look?

1. People who submit a paper, can they see its been reviewed?

   - Sure

2. Are they able to see grades?

   - No, we release that all on the same date.

3. Do they get some sort of acceptance or rejection?

   - Normal email

4. That's where they go to find the papers they were assigned? (reviewers) –

   - Yes

5. Accessibility on the site and overall usage, do you want the organizers to have some sort of **admin** privileges to add/drop people from the site? –

   - Probably because the chairs change every year. The conference coordinator should say, "I should have the responsibility for who is responsible for etc etc". I should be able to look that up at some point.

Dr. Lim: "When you submit a paper, that's the first time you'll be in contact with this program. And maybe when this is submitted, you'll get a call for reviewers. You might be contacted later on. This makes it difficult when you look at the database. You might have different entities for the same person. Reviewers' entity or paper submission. I'm not quite sure how to resolve everything when you have different entities pointing to the same physical person. That's something you may want to think about but it's more of a database design issue. Now that I think about it it's pretty complicated. You have to be careful on updates. Like if I am removing someone from the site, what does that mean. I don't want to remove a reviewer just because they can't review for some reason. I don't want to permanently remove them. These people signing up may or may not attend the conference."

Thursday - Dr. Lim likes 8:30am. Monday is not good at 6:30pm.