

Form Buster

Milestone 4 Progress Evaluation

Team Members

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Faculty Sponsor

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Client

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Meeting(s) with Faculty Sponsor

2/11/19 (2:00 PM - 2:30 PM)

Meeting(s) with Client

02/08/19 (3:00 PM - 4:00 PM)

Progress of Current Milestone

Task	Completion %	Raphael	Grace	McNels	To do
1. Improve dashboards to be action-centric	100%	33.3%	33.3%	33.3%	None
2. Retrieve and offer courses for registration from the API	100%	33.3%	33.3%	33.3%	None
3. Implement Faculty and Staff dashboards	100%	33.3%	33.3%	33.3%	None
4. Implement Faculty approval and Staff "Form Decision" feature	100%	33.3%	33.3%	33.3%	None
5. Implement "Start a Form" from a student coordinator perspective	100%	33.3%	33.3%	33.3%	None

6. Re-design “Student Coordinator” dashboard	100%	33.3%	33.3%	33.3%	None
7. Implement “My Completed Forms” for Faculty and Staff	100%	33.3%	33.3%	33.3%	None
8. In-app notifications in reverse chronological order	100%	33.3%	33.3%	33.3%	None
9. Complete authorization system’s (roles and redirection) front-end and backend	100%	33.3%	33.3%	33.3%	None
10. Distinctive colors for each user role	100%	33.3%	33.3%	33.3%	None

Discussion of each accomplished task (and obstacles) for the current Milestone

- ❖ **Task 1:** The former menus focused on the subject of the action rather than the action itself, for an example, a coordinator would search for a student then start a form. They were therefore changed to represent the actions instead, such that the coordinator would now start the form, then select who the form was for.

- ❖ **Task 2:** The original implementation of the start of form feature had text fields for the user to fill out information about each class the user wanted to add to the form, such as class title, meeting times, CRN, etc. With the new implementation, Form Buster now communicates with the courses api, allowing the user to type in a search query for courses, and the results shown to the user are only courses that are offered for that term. The user will select the courses they’d like to add, which will accumulate in a table, the user may select the courses they’d like to audit or take as a CEU. The user can choose to discard/close the form, save the form, which will go to the student’s draft section in the database for now, or they may submit the form, which will add the form to their list of in progress forms, and it will be sent to the first person needing a form decision from.

- ❖ **Task 3:** The Faculty and Staff dashboards are essentially the same, hence they were implemented by the same functions; the only difference was the wording for each one: Faculty “approves” or “declines” forms, whereas Staff “processes” or “does not process” forms. In their dashboard they will now be able to see the pending forms in which they have to take action. They are also able to see the progress of the forms too.

- ❖ **Task 4:** The Faculty and Staff are now able to click in one of the pending forms of their dashboard and interact with the form accordingly. Once a form is opened by them, they will be able to see all the information of the form plus the option for them to approve/process or decline/not process the form. In order to approve, they have to press the “approve” button and then confirm their decision by clicking in “confirm”. In order to decline, they have to press the “decline” button and write between 5 to 300 words explaining why they decided to decline, so that the “confirm” button shows up and they can click on it to confirm it.
- ❖ **Task 5:** The start a form feature is very similar to the student’s start a form feature, as the registration form requires the same information. However, in the student coordinator’s perspective, we have added a place to allow the user to search for a student and select the student that the user would like to start the form for. The student coordinator could then complete the form as the student would, or leave it blank, and send it to the student they have selected. The form would then be sent to the student’s drafts section in the database. The student coordinator could also choose to discard/close the form. An obstacle for this task was trying to reuse, and combine the code already available for the search for a student, and the registration form.
- ❖ **Task 6:** The Student Coordinator does not have a dashboard per se because there are only 2 main tasks associated with that role. This is why originally their landing page looked differently compared to the other types of users. However, the landing page was redesigned to match the others for consistency purposes.
- ❖ **Task 7:** The Faculty and Staff “My Completed Forms” pages were also designed in the same way, since the pages for both of them look for references of forms inside their folder, and then retrieve those forms to their dashboard, so they can click on it and visualize its contents. With this implementation then, they are now able to see the forms in which they have approved/processed or declined/not processed; this comes from the idea that whatever form in which they took an action will be available to them to look at whenever they want.
- ❖ **Task 8:** The in-app notifications for the Students, which is the only type of user that has this feature, is now working properly: Students are now receiving notifications whenever one of their forms are approved, processed, declined, or not processed; the notifications are now shown in order the correct order (newest first); Students can delete the notifications forever by clicking in the “X” button of it.

- ❖ **Task 9:** Upon login, the user is redirected to the appropriate dashboard based on their role. They are also now able to log out once they're done with their session.
- ❖ **Task 10:** The color of the top bar of the website varies depending on the role of the user that is signed in. If a student is signed in, it's red; blue for a staff member, teal for a faculty member and light-orange for student coordinators.

Discussion of contribution of each team member to the current Milestone

- ❖ **Grace:** Transformed the registration form from a manual form (text fields that the user should fill out), to a form that allows the user to search for and add courses, that are available for a particular term (results from courses API), to their form. Sent the form reference to the students faculty advisor for a form decision upon student submitting the form. Implemented the feature to allow the student coordinator to start and send a form to a student's drafts sections. Worked on user redirection once a user has signed in.
- ❖ **Raphael:** Worked on the Faculty and Staff Dashboard pages, making it possible for them to see the pending forms in which needs to be taken care of. Also worked on the Faculty and Staff "My Completed Forms" pages, in order for them to view the forms in which they took a decision on. Implemented the form decision approval for both Faculty and Staff, so now they are able to either approve/process or decline/not process a form; added a layer of safety for sending forms, by including a confirmation button; avoided exploitation of the form decision feature by putting a minimum and maximum word limit in order to submit a declined/not processed form. Lastly, implemented the notifications for Students, making it possible for them to receive notifications upon every action that a Faculty or Staff takes on their form; also added the possibility of deleting that notification completely, by clicking in an "X" button.
- ❖ **McNels:** Worked on improving the dashboards in two main aspects: 1) making the menus action-centric so they can be more intuitive to the user, and 2) making each perspective distinguishable from one another. The latter will make it better to demo at the student showcase. Also, implemented the landing page of the student coordinator in a way that one single look exists throughout the website for all users. Contributed to user redirection and finished the logging off process.

Plan for the next Milestone

Task	Raphael	Grace	McNels
1. Sort forms properly on all pages (Dashboard, My Completed Forms, etc)	33.3%	33.3%	33.3%
2. Implement a progress bar as part of the tracking feature	33.3%	33.3%	33.3%
3. Implement Drafts	33.3%	33.3%	33.3%
4. Implement Closed Class form	33.3%	33.3%	33.3%
5. Make poster for showcase	33.3%	33.3%	33.3%
6. Email notifications	33.3%	33.3%	33.3%
7. Implement form due date	33.3%	33.3%	33.3%

Discussion of each planned task for the next Milestone

❖ Sort forms properly on all pages:

For students, the forms will be sorted by submission date. For faculty and staff members, the forms will be sorted first by due date, and if the dates are equal, by submission date.

❖ Implement a progress bar as part of the tracking feature:

A progress bar will make the tracking more obvious to the user, as opposed to the current format where the form is represented as a “card”.

❖ Implement Drafts:

Once a student has saved a form that they have started, or if a student coordinator has sent a started form to a student, the form will be available in the student’s draft section. Currently the form information is saved into the database, and will not show in the student’s Draft page. So we will need to make further implementations so that the student will see the form, be able to open it, as if they first started it (but with form contents, if available), so that they would be able to make any modifications to the form, and send it out.

❖ Implement closed class form:

Now that we have implemented features for the Registration form, we would like

to offer a second form that can be started (by students or student coordinator), submitted by a student, and trackable. This form will include a “select a term” field, and allow the user to type in a course they would like to add to the form. They will be restricted to add only one course. Instead of this form having to go through the student’s faculty advisor, this form will go straight to the student’s academic unit head, that belongs to their major, for form decision, then the staff.

❖ Make poster for showcase:

In order to make the poster for the showcase, we will have to think about the main components of the system and design a graphical representation of it that is easily understood by people that currently do not know about the project. In addition, we will have to summarize the purpose of the project in a few words that catch, and at the same time, be comprehensible to a person who wants to know about the system.

❖ Email notifications:

To achieve this one, we will send out notifications for many events. The first will be notifying the faculty member they need to sign a form, and the second one, when the faculty has signed the form, the student should be notified. In order to test this feature, all three of us will have to use our own emails in order to test if the email was successfully received or not, since the emails that are currently in our database are not legitimate, thus preventing us from using them.

❖ Implement form due date:

All forms sent out will need a due date for faculty and staff to know the priority of a form, we will also use this date to sort the faculty and staffs in-progress forms. The due date of forms that depend on registration will be the day that a student can start registration based on if they are freshman, sophomore, etc. Other forms will default to the end of the semester.

Sponsor feedback on each task for the current Milestone

❖ Improve dashboards to be action-centric:

❖ Retrieve and offer courses for registration from the API:

❖ Implement Faculty and Staff dashboards:

❖ Implement Faculty approval and Staff “Form Decision” feature:

- ❖ Implement “Start a Form” from a student coordinator perspective:
- ❖ Re-design “Student Coordinator” dashboard:
- ❖ Implement “My Completed Forms” for Faculty and Staff:
- ❖ In-app notifications in reverse chronological order:
- ❖ Complete authorization system’s (roles and redirection):
- ❖ Distinctive colors for each user role:

Sponsor Signature: _____ Date: _____

Sponsor Evaluation

Sponsor: detach and return this page to Dr. Chan (HC 322)

Score (0-10) for each member: circle a score (or circle two adjacent scores for .25 or write down a real number between 0 and 10)

Grace	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Raphael	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
McNels	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

Sponsor Signature: _____ Date: _____