CS Information Session Reservation

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CS 4624 Multimedia, Hypertext, and Information Access
Dr. Edward A. Fox
Virginia Tech
Blacksburg, VA 24061
4.23.2020
Background - CS Info Sessions

- CS info sessions allow prospective students/parents to interface with CS students and staff.
- Ambassadors hold sessions with small groups.
- CS department can provide important information about program to attendees.
- Attendees can ask questions and receive personalized answers.
## Project Goals & Requirements

<table>
<thead>
<tr>
<th>Goal</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Create CS Info Session sign-up system with emphasis on automation and simplicity</td>
<td>Desired base functionalities</td>
</tr>
<tr>
<td></td>
<td>Automation</td>
</tr>
<tr>
<td></td>
<td>Easy to maintain solution</td>
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</tbody>
</table>
Project Deliverables

- Collection of tools used by CS Admins, Ambassadors, and prospective families
  - Custom sign-up form
  - Shared Admin/Ambassador calendar
  - Spreadsheet of family data
- Automation of processes using these tools
Project Design - Prospective Families

**Confirmation Email**

Here are the details for your records:
- Booking starts: Monday, April 15, 2019 2:00 PM (US/Eastern)
- Duration: 45 minutes
- Reference: RPCZ-OHIO-PAQG
- First Name: Mary
- Last Name: Brown
- Email: yton.demon@gmail.com
- Phone number:
- Operating System: Windows 10
- Team member: Thomas
- Price: USD 45.00

If this event hasn't been added to your calendar automatically, you can add it using these links:
- ADD TO GOOGLE
- ADD TO OFFICE 365
- DOWNLOAD CALENDAR INVITE

Click here to cancel this booking
Click here to reschedule this booking

**Sign Up Form**

CS Information Session Signup Form

- Email Address
- Primary Contact Name
- Primary Contact Phone Number
Project Design - CS Administrators

Confirmation Email

Here are the details for your records...
Booking starts: Monday, April 15, 2019 2:00 PM (US/Eastern)
Duration: 45 minutes
Reference: RPCZ-CAHS-PAI0S
First Name: Mary
Last Name: Brown
Email: ydm.brown@gmail.com
Phone number:
Operating System: Windows 10
Team member: Thomas
Price: USD 48.00

If this event hasn't been added to your calendar automatically, you can add it using these links:
ADD TO GOOGLE  ADD TO OFFICE 365  DOWNLOAD CALENDAR INVITE

Click here to cancel this booking
Click here to reschedule this booking

CS Administrators

Admin Calendar

Info Collection
Project Design - CS Ambassadors

START

CS Ambassadors

Info Collection

Admin Calendar
Project Design

- Collection of tools to be used by CS Admins, CS Ambassadors and prospective families:
  - Form to sign up
  - Spreadsheet to track info
  - Calendar for ambassador sign up

- Automate end to end process for CS Admins:
  - Sign up and reminder notifications
  - Update calendar events
  - Daily check for ambassador
Recent Progress

- Met with client and reprioritized tasks
- Updated implementation/added new features
- Testing/Assessment
Hello,

This is a friendly reminder that you are signed up for a Information Session with CS@VT tomorrow, Thursday, April 20 from 1:15 to 2:00pm.

If you have any questions, concerns, or will no longer be able to attend, please contact us.

You can reach us at visualinf sesssion@gmail.com or 540-231-4829.

We look forward to seeing you soon.

CS@VT
Final Implementation

- Google Suite applications
  - Forms, Sheets, Calendar, Gmail
- Google Apps Script
  - Time-based and event triggers
- HTML/CSS/JavaScript
  - Custom sign-up form
Testing - Session Attendee

Key Components

- Valid contact information
- Confirmation Emails

Testing

- Tested form submission with variety of use cases
- Verified confirmation emails sent with attached info

Assessment

- Verified form submission and confirmation emails sent as described by client
Testing - CS Ambassador Program

Key Components

- Form Info Collection
- Confirmation Emails
- Calendar Event Creation

Testing

- Stress tested form info collection and event creation
- Verified confirmation emails sent with attached info

Assessment

- Verified info collection, emails, and calendar edits as described by client
TIMELINE

Feb
- 2/2-2/17: Met with client, initial research, wireframing
- 2/13: Presentation 1

Mar
- 3/6: Functional prototype created
- 3/31: Presentation 2

Apr
- 4/1-4/21: Update implementation, testing
- 4/4: Interim Report due
- 4/23: Final Presentation

May
- 4/22-5/?: Integrate onto CS@VT website

FUTURE
Work Left

- Waiting on approval from Dr. Edwards for integration onto CS@VT website
- Update Final Report
- VTechWorks Submission
# Lessons Learned

<table>
<thead>
<tr>
<th>During Project</th>
<th>Post Project</th>
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<tbody>
<tr>
<td>● JavaScript and HTML, and G Suite capabilities</td>
<td>● Software Adaptability</td>
</tr>
<tr>
<td>● Task delegation and time management</td>
<td>● Time budgeting for logistical challenges</td>
</tr>
<tr>
<td>● Remote team communication</td>
<td>● Benefits from periodic client meetings</td>
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![Image of people working together]

![Image of Google Apps logo]

![Image of Zoom logo]
Lessons Learned

- In-person vs. remote communication
- Thoroughly research third-party tools
- Team time management & task breakdown
Ideas for the future

- Goal = overall increased automation for client
- Tracking hours & events for ambassadors
  - Spreadsheet of ambassadors’ hours
  - Reminder emails about hours
- “Meet the Ambassador” page
Acknowledgements

Thanks to our client, the CS Department, and more specifically our primary contacts:
Ruth Labbe Hale, Student Support & Enrollment Specialist, ruth2018@vt.edu
Debbie Zier, Receptionist & Program Support Tech, debzi5@vt.edu
References

https://cs.vt.edu/Undergraduate/ProspectiveStudents.html

Links

https://gsuite.google.com/marketplace/app/form_mule_email_merge_utility/968670674230

https://labs.amplifiedit.com/eventomatic/

www.google.com/script/start/