the web corner

Venice Neighborhood Council
Proposal for Agenda Request Upgrades

Prepared by Robert Adams
Date: 6/25/2019

1.) Agenda Request Upgrade

Access to cvs back end track of all motions that have been submitted through agenda request page. (Ideally this would be in google forms format or like format so I can add a column called **status** that will help us track the status of all motions, but any access will be a great help as a check and balance)

Quote: 5 hours

2.) Publish Agenda Requests to Google Drive Automatically

Auto publish all motions submitted to a google drive document or like format so we don't have to lose anything in copying and pasting form emails cvs of submissions.

Quote: 2 hours * This will be completed after Item 1, Item 1 is needed for the Google API implementation and keys to work.

3.) Approved Motion Letters

Create new column on board agenda page that would say Approved Motion Letters so when the president completes drafting them, we can post and track these letters to keep organized in an easy way.

Quote: 1.5 hours

Total hours: 8.5 hours

Total expense of $1,275

Venice Neighborhood Council
Proposal for Automating Email Communication

Prepared by Robert Adams
Date: 6/25/2019

1.) Auto Sending Agendas to distribution lists with editable Templates

Create a module to allow each committee to setup a distribution list to receive agendas automatically. This can be used to alert D.O.N.E and any community member or board member. The module can keep track of emails sent, date time, and viewed activity for oversight. The ability to create and manage email templates for this system can be integrate into future automation projects.

Quote: 7 hours

Total expense of $1,050