Committee Management Use Case Specification: Combine Council Subcommittee Meetings

Version 1.4

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REVISION HISTORY

Date	Version	Description of Change	Author
02/28/02	1.0	Initial Version (Broken out from original Maintain Meetings Use Case.)	Carl Newcomer
04/10/02	1.1	Added screen sample and aligned text accordingly	Carl Newcomer
04/19/02	1.2	Updated document template	C Blizard
05/02/02	1.3	Updated with new screen sample and comments from Release 1 CDR 1.	Carl Newcomer
5/9/02	1.4	Added Change History Tracking to Requirements	C Blizard

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1. Brief Description

The Combine Council Subcommittee Meetings use case specification describes how to manage subcommittee meetings of National Advisory Councils (NACs). This use case goes beyond simple requirements for the following reasons:
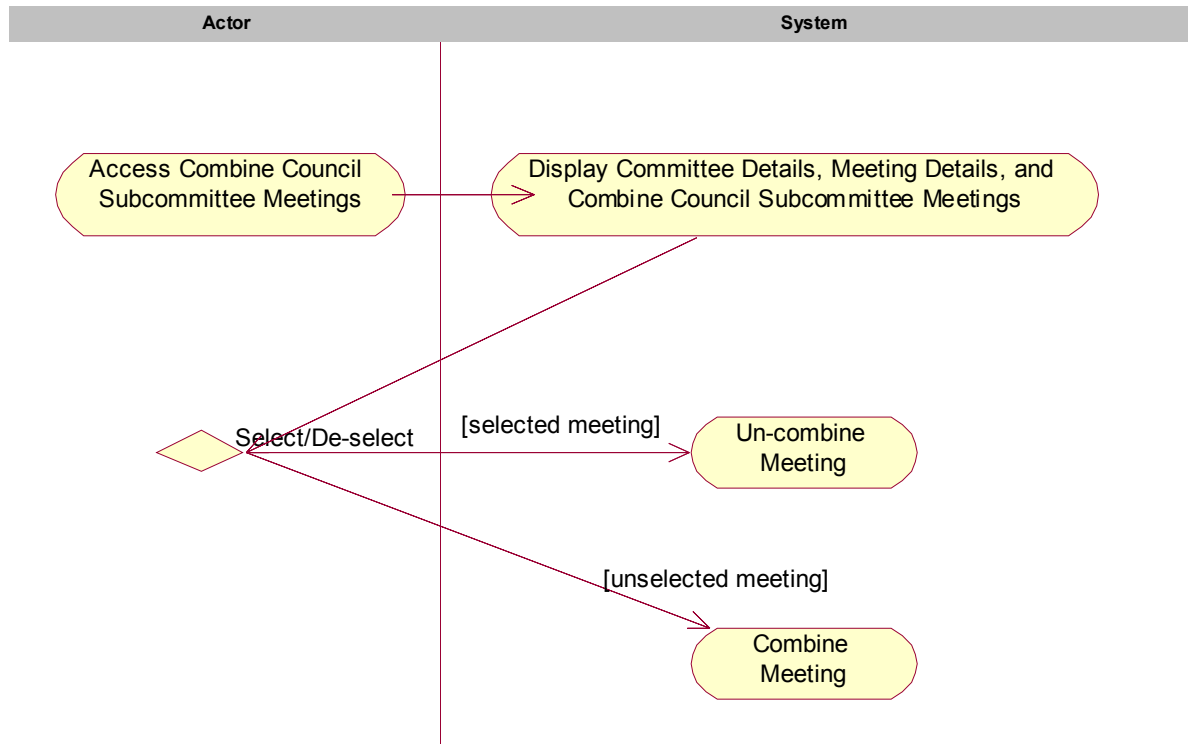
1. The system is a migration effort from Oracle Forms and as a result the underlying physical design will be used to the fullest extend possible.

2. The user has come to accept many GUI characteristics of the existing system.

2. Pre-Conditions

1.   Use Case Specification: Login to the Committee Management (CM) System.

Maintain Meetings Use Case.

3. Flow of Events

3.1 Activity Diagram

Actor	System

Access Combine Council Subcommittee Meetings → **Display Committee Details, Meeting Details, and Combine Council Subcommittee Meetings**

Select/De-select

[selected meeting] → **Un-combine Meeting**

[unselected meeting] → **Combine Meeting**

3.2 Textual Flow

1. Select the Combine Council Subcommittee Meeting option. If the selected meeting is not a parent meeting an error is displayed.

2. The system displays the Committee Details Elements, Meeting Maintenance Elements, and Combine Meeting Elements and lists all Meetings that have been identified as Subcommittee Meetings which are not already assigned to another parent meeting.

3. To combine a meeting to the selected parent meeting in the Combine Council Subcommittee Meetings Repeating Elements, select the Combine/Un-Combine Meeting option.

4. The system assigns the agenda sequence number (agenda_seq_num) from the Meeting Details Repeating Elements to the parent agenda sequence number (parent_agenda_seq_num) of the Subcommittee Meeting.

5. To remove a meeting from the selected parent meeting in the Meeting Details Repeating Element, select the Combine/Un-Combine Meeting option.

6. The system clears (set to null) the parent agenda sequence number (parent_agenda_seq_num) of the Subcommittee Meeting.

Note: The system will not allow meetings to be combined or un-combined if either the Parent Meeting or Subcommittee Meeting is selected for a federal register notice.

3.3   Alternative Flows

None.

3.4   Data Specifications

3.4.1 Committee Detail Elements

See the Common Use Case Components document Data Specifications section for the Committee Detail Elements.

3.4.2 Meeting Detail Elements

See the Common Use Case Components document Data Specifications section for the Meeting Detail Elements.

3.4.3 Combine Council Subcommittee Meeting Repeating Elements

The combine council subcommittee meeting repeating elements displays meetings that meet the following criteria:
1. Meeting is not a version (i.e., under current design, the version agenda sequence number is null).
2. Meeting is a subcommittee meeting (i.e., under current design, the subcommittee meeting code is 'Y').
3. Meetings of National Advisory Committees only.
4. Meeting has not been assigned to another parent meeting (i.e., under current design, the parent agenda sequence number is null or equal to the current agenda sequence number).

Currently the combine meeting repeating elements are handled through a recursive relationship with the meeting agendas table (meeting_agendas_t) where meeting_agendas_t.agenda_seq_num is the primary key and meeting_agenda_t.parent_agenda_seq_num is the foreign key.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Combine/Un-Combine Meeting Option	If the meeting is being combined, the system updates the parent agenda sequence number with the selected agenda sequence number. If the meeing is being un-combined, the system sets the parent agenda sequence number to null.			
Agenda Sequence Number	A system generated unique number.	Number(10)	Not Visible	N/A
	meeting_agendas_t.agenda_seq_num (primary key)			
Parent Agenda Sequence Number	The agenda sequence number of the parent meeting.	Number(10)	Not Visible	N/A
	meeting_agendas_t.parent_agenda_seq_num (foreign key from meeting_agendas_t)			
Federal Staff Number	A unique number identifying a federal staff.	Number(6)	Not Visible	N/A
	meeting_agendas_t.fed_staff_num (foreign key from cmte_fed_staffs_t)			
Person ID	A unique number identifying a person.	Number(10)	Not Visible	N/A
	cmte_fed_staffs_t.person_id (foreign key from persons_t)			

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Fed Staff	Last name of federal staff person.	Char(30)	Display Only	N/A
	persons_t.last_name			
Group Code	A code used for grouping meetings within a review cycle.	Char(2)	Display Only	N/A
	meeting_agendas_t.group_code			
Meeting Date(s)	The beginning date of the meeting.	Date, mm/dd/yyyy	Display Only	N/A
	meeting_agendas_t.start_date			
	The end date of the meeting (mm/dd/yyyy).	Date, mm/dd/yyyy	Display Only	N/A
	meeting_agendas_t.end_date			
FY Meeting Number	A unique sequence number assigned to each committee based on fiscal year.	Number(4)	Display Only	N/A
	meeting_agendas_t.fy_meeting_num			
Panel Name	Name of the Panel holding the meeting (For SEPs and NACs only).	Char(240)	Display Only	N/A
	meeting_agendas_t.panel_name			
Hotel/Organization	Line 1 of the address.	Char(50)	Display Only	N/A
	meeting_agendas_t.line_1_addr			

3.5   Post – Conditions

1.   Combine Council Subcommittee Meetings complete.

3.6   Special Requirements

3.6.1 Data Validation

None.

3.6.2 Algorithms

None.

3.6.3 Other Requirements

3.6.3.1 Change History Tracking

See Common Use Case Components, Other Requirements, Change History Tracking.

3.6.4 Screen Samples

3.6.4.1 Proposed Combine Council Subcommittees Meeting Canvas