



The Washington Area Intergroup Association (WAIA) is a service board of representatives from the AA groups in the Washington area, including Montgomery and Prince George's Counties MD, and Washington DC. Its purpose is service work - to help the group carry the message of AA on an area-wide basis. WAIA has a website which is used to publish a searchable list of AA meetings throughout the area, a calendar of events in the area, various AA related documents and forms, contact information for a variety of AA resources. The website is located at www.aa-dc.org.

GENERAL REQUIREMENTS:

- Conduct all development locally.
- Conduct user acceptance testing using our current hosting as a test URL.
- Perform and support the migration to production.

SEARCH REQUIREMENTS BIN:

Current Search Page Example:

[HOME](#) | [ABOUT AA](#) | [MEETINGS](#) | [WAIA](#) | [GROUP RESOURCES](#) | [LINKS](#) | [NEWS & EVENTS](#) | [Email WAIA directly \[HERE \]](#)

Search Results

- [CHAIRMAN'S CHOICE](#)
Thursday 7:00 PM
Open, Discussion
ST MARGARET'S
1830 CONNECTICUT AVE, NW
WASHINGTON, DC, 20009
[UPSTAIRS VIA BACK ALLEY](#)
- [DC BEGINNER'S GROUP](#)
Thursday 7:00 PM
Open, Speaker
15TH ST PRESB CH
1701 15TH ST, NW
WASHINGTON, DC, 20009
- [NEW WAY RECOVERY](#)
Thursday 7:00 PM
Open
SHELTER
425 2ND ST, NW
WASHINGTON, DC, 20001
- [WESTSIDE](#)
Thursday 7:00 PM
Open, Step
CLUB
1341 WISCONSIN AVE, NW
WASHINGTON, DC, 20007
[2ND FLR](#)

Meeting Search

Day: Thursday Time: 7:00 PM DC Quadrants: Northwest Address: City: Washington State: DC

Zip: Meeting Type: Open Meeting Subtype: Meeting Name: Meeting Format:

Keywords: Special: GO

Map Satellite Hybrid

DC BEGINNER'S GROUP
Thursday 7:00 PM

Directions: [To here](#) - [From here](#)

- Include proximity search (not just search for exact ZIP code). For example, search for meetings within x number of miles of x address.
- Allow users to select a range of times. Be able to search “at” “before” “after” and “between” certain times.
- Allow users to select more than a single value. For example, search on multiple days or multiple times. This “multiple select” interface should mimic the example under “Selected and Disabled Support” available here: <http://harvesthq.github.com/chosen/>

“Multiple Select” example screenshot

Selected and Disabled Support

Chosen automatically highlights selected options and removes disabled options.

Single Select

Multiple Select

Giant Panda x

Polar Bear x

Asiatic Black Bear x

Brown Bear x |

American Black Bear

Sloth Bear

- Have the meeting type, subtype, city, and meeting time drop down menu dynamically created from the database if they are not already. (Meeting time is currently not).
- Remove limit on number of search results allowed (if not a major performance hit).
- Make the search results display window mobile-compatible.
- Eliminate endless scrolling on search results. Pagination support should be incorporated into search results limiting the number of results per page.
- Add full-text search box as well as faceted search and filtered results using something like Apache solr for quick search, filtering search results, being able to search multiple days or multiple times.

MOBILE CAPABILITIES BIN:

- Optimize display of entire webpage for mobile devices, including online store (see below).
- Create new mobile version of current search page. Current search page, which incorporates the query capability, the Google maps and the search results list is not a mobile-friendly interface and is too “crowded”

Current Meeting Search Page on Mobile Phone:



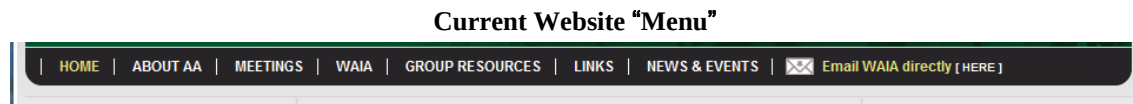
- Only for mobile uses, replace this interface with the following: First, have a search query page where the user selects their criteria and submits the query. Search query have a dynamic filter capability (similar to Nordstrom’s mobile search page) that allows the user to narrow their search. Then go to a separate page that allows the user to view either the plain text list of meetings, or have them geo-located on Google maps. Be able to toggle between viewing the plain text search results list and the geolocation map. For geo-location, if the user selects the “pin” on the map, display the meeting information (address, meeting name, time, ect.) and allow the user to get directions from their current location.
- Add a “use current location” capability, with permission from the user, to incorporate with proximity search.

MOBILE APPLICATIONS BIN

- Create new Apple and Android apps limited in scope to only meeting search capabilities. The PadMapper Apartment Search is a good example. The App would be based on google maps, and contain filter criteria for you to select which meetings show up on the map. It would include the option to start with the user's current location. When the user selects the meeting 'pin' on the map, the information about that meeting should appear, along with an option to get directions to that location. Also include ability to display a 'results' list of all of the meetings that match your selected criteria.

ONLINE STORE BIN:

- Create an online store where all items for sale are available, including literature and chips. Have it seamlessly integrate into the current webpage. The user should not realize they are in a different secure site except to know it is secure. Be able to access online store by adding an “STORE” link to the menu at the top:



- Integrate store with QuickBooks and current WAIA inventory. Store should utilize one of the following companies, which guarantee full integration with Quickbooks: Go Daddy, Intuit Website, IA Modules, UltraCart, PDG Software.
- Multiple forms of payment possible. Pay via bank account, paypal, or credit card. Ability to accept credit cards securely and no storage of credit card numbers.
- Faceted search for what products are for sale.
- Have products organized into three categories: Literature, Chips, and Meeting Supplies. When one category is selected, it should then view products available in that category, along with a picture of that product, and its price. The user should be able to click on the picture of the product and be taken to a page with more details on the product. Thinkgeek.com is a good example.
- User should be able to click “add to check out” button when viewing a product similar to amazon.com and then be able to “proceed to checkout”
- Once implemented, remove all order forms (literature, pamphlet, chips) from the “Group Resources” page.

Current location of order forums under “Group Resources” page.

Group Resources

- [Literature Form](#)
- [Pamphlet Form](#)
- [Chips Form](#)
- [Event Request Form](#)
- [Where and When Form](#)
- [Trusted Servants Form](#)
- [Be of Service... Help Another Form](#)

- [Where & When PDF](#)

Last updated December 12, 2011

- [60/30/10 Contribution Form](#)

Is your Group practicing the 7th Tradition?

- [WAIA Contributions - 2010](#)

Did your meeting support your local Intergroup in 2010?

- [WAIA Contributions - 2011](#)

Did your Group contribute last year?

- [WAIA Contributions - Year to Date](#)

Is your meeting helping support your Intergroup Office?

Last Updated: 2/29/2012

GROUP RESOURCES PAGE BIN:

- Create an “DONATIONS” page: Add a this to the top-bar menu on the main page. Allow group contributions to be done online, using paypal, bank account, or credit card. This page would include a field for how much you would like to donate, and what group you are donating on behalf of. Include a check box that says “Would you like to participate in the “faithful fiver” program?” along with a short explanation of the program. If user selects yes, they are then set up to automatically donate five dollars every month. .
- Financial information and hyperlinks grouped together on the “Group Resources” page as follows:

Header above the links that says “7th Tradition Resources”

1. New Link to “DONATIONS”
 2. Current “WAIA Contributions - Year to Date” PDF
 3. Two Previous year’s “WAIA Contributions ” PDFs
 4. Current “60/30/10 Contribution Form” PDF
- Create a new “Group Update” option and “Submit Information For A New Group” Option and eliminate the “where and when update” and “trusted servants update” forms.
1. New Link for “Submit Information for a New Group” Page: This would include all of the information that is collected for the current “Where and When Update Form” (except for the “new meeting or update” button) and only the group service positions (Secretary, Treasurer, WAIA Representative, WAIA Alternate Representative, General Service Representative, and Alternate General Service Representative) information that is collected under the current “Trusted Servants Form.” This should also include the “special needs information” questions.

When the user inserts the name of the meeting, have this cross-reference current meeting list. If the meeting list contains a meeting with a very similar name, the user should be asked to confirm that their meeting is truly a new meeting, and not the same as any of those with very similar names.

First Portion of the Current “Where and When Update” Form

Where and When Update Form

Use this form to update or request a new meeting be added to the website and When & When.

New Meeting or Update?: *

☒ New Meeting
☐ Update

Has this Meeting been in exsistance for 6 months?: *

☒ No
☐ Yes

What is your association with this group?: *

☐ Secretary
☐ Treasurer
☐ Chair

Name of Group: *

If this is an update, please list the name of the meeting as it currently appears on the website.

Location:

Name of church, building, etc.

Street Address: *

City: *

State: *

Zip: *

Day: *

☐ Sunday
☐ Monday

Beginning of the “Trusted Servants Form”

Trusted Servants Form

Use this form to keep us up-to-date when your Group rotates service positions

Group Info

Group Name: *

Location (Church, building name, etc): *

Address: *

City: *

State: *

Zip: *

Day: *

Time of Day: *

AM/PM: *

☐ AM

☐ PM

Type: *

Secretary Info

Secretary Name: *

Secretary Home Phone: *

Secretary Cell Phone: *

Secretary Address: *

Secretary City: *

Secretary State: *

Secretary Zip: *

Secretary Email: *

2. The link for the “Group Update” option would take the user to a new page that allows the user to select what kind of updates they are interested in making. The three options would be “Where and When Update” “Trusted Servants Update” and “Special Needs” update. The user should be able to select more than one option.

A. The “Trusted Servants” Update should take the user to a new page which includes two questions.

- “What meeting is being updated?” Have user select the specific meeting that is being updated from a dynamic list spawned from the meeting database. To facilitate finding the specific meeting, include predictive text feature, based on the meeting database, when user types the meeting name in the field. Google search bar is a good example for this.
- “What Service Position Is Being Updated?” Include a check list that allows user to select the positions that they want to update. Include Secretary, Treasurer, WAIA Representative, WAIA Alternate Representative, General Service Representative, and Alternate General Service Representative in the checklist.
- Once they select the meeting, and the position being updated, the page should dynamically refresh with the information fields for those positions. The information fields should be the same ones currently used on the “Trusted Servants Form.”

The User should then proceed to a page which allows them to fill out information for just that service position, in the same way that they currently fill out information under the “Trusted Servants Form” page.

From the “Trusted Servants Form” Page

The image shows a screenshot of a web form titled "From the 'Trusted Servants Form' Page". The form is set against a light gray background and contains several input fields, each preceded by a label in blue text with a red asterisk indicating it is required. The labels and their corresponding input fields are: "Treasurer Name:", "Treasurer Home Phone:", "Treasurer Cell Phone:", "Treasurer Address:", "Treasurer City:", "Treasurer State:", "Treasurer Zip:", and "Treasurer Email:". Each input field is a white rectangular box with a thin gray border.

B. The “Where and When Update” option should take the user to a page that asks:

- “What meeting is being updated?” Have user select the specific meeting that is being updated from a dynamic list spawned from the meeting database. To facilitate finding the specific meeting, include predictive text feature, based on the meeting database, when user types the meeting name in the field. Google search bar is a good example for this.
- “What Information Needs to Be Updated?” Include a check list that allows user to select the

- information they want to change, including meeting time, meeting location, or meeting format.
- Once they select the meeting, and the information being updated, the page should dynamically refresh with the information fields for those positions. The information fields should be similar to those used on the current “Where and When Update” form. The “what is your association with the group,” “contact information” “handicapped accessible?” and “additional remarks” fields should be included regardless of what information the user elected to update. Take out the “New Meeting or Update” and the “Has this meeting been in existence for six months” questions (the “Submit Information for a New Group” page will eliminate the need for these questions).

C. The “Special Needs Information” option should include the following yes/no questions:

Does the meeting have handicapped ramps?

Does the meeting have an elevator?

Does the meeting have child care co-op?

Does the meeting have sign-language interpretation?

INTERNAL PORTAL BIN:

- Create non-public (password protected) portal associated with the aa-dc.org domain that allows users to upload and edit documents.
- Portal should have compartmented sections with user access rules. An administrator should be able to determine if someone who gets access to the portal is able to see all of the folders, or just ones the administrator deems necessary.
- Have configurable workflows for data that gets entered. For example, if the portal contains a spreadsheet and a user enters new information into that spreadsheet, it should exist only in a temporary/pending status until an administrator “approves” the entry. Administrator should have the ability to edit user entries as well before the spreadsheet gets populated.
- Information sent via the group resources updates for new meetings and meeting updates (see group resources section above) should also follow the configurable workflow model. An administrator should be able to view and edit the data in a temporary/pending status before it gets added to the appropriate database.
- Internal portal should have the ability to store data from the “Be of Service” page: <http://www.aa-dc.org/content/be-service-help-another-alcoholic> All data entered from this page into the portal should exist in temporary/pending status until an administrator approves it.

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- **BRANDING BIN:**

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- Update the branding on the site overall, so that when the new mobile version is created, the regular site and the mobile site are both in synch.

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