



AGENDAPLUS®, AGENDA MANAGEMENT SOLUTION

PRESENTED TO

Sarasota County Schools

FEBRUARY 16, 2018

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Version History:

| Date | Version | Updated By | Remarks |
|-------------|----------------|-------------------|-----------------|
| 2/15/2018 | V1.0 | Dharma Ramamurthi | Initial Version |
| 2/16/2018 | V1.1 | Nengah Mustika | Review and Edit |

Mr. Ray Ebersole
System Administrator Coordinator
Sarasota County Schools
351 Old Venice Rd.
Sarasota, FL 34231

Dear Mr. Ebersole,

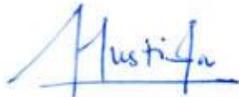
On behalf of Agile Tech Consulting, LLC (Agile Tech), we are pleased to present the following proposal for the customization and deployment of AgendaPlus, Online Meeting and Agenda Management Solution, for Sarasota County Schools.

AgendaPlus was developed by Agile Tech to provide paperless agenda and workflow automation for School Boards, County Commissions, and City Councils. AgendaPlus offers a comprehensive Web-based solution to manage the meeting templates, agenda creation, approval workflow, and agenda items/minutes distribution process.

This proposal will describe our approach to fulfill the Sarasota County Schools' needs, including the methods and processes by which Agile Tech will conduct a thorough needs assessment, customize the AgendaPlus solution, manage the project, interface with Sarasota County Schools' management, and conduct post implementation support.

It has been a pleasure to working with you and your team on the eAgenda system, and we look forward to a growing and mutually beneficial relationship through AgendaPlus. If you have any questions, please contact me at (904) 625-7096.

Sincerely,



Nengah Mustika
Agile Tech Consulting, LLC
President and Founder

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A. EXECUTIVE SUMMARY

AgendaPlus solution was designed and developed for School Boards, County Commissions, and City Councils. Our solution offers a comprehensive Web-based solution to manage the agenda creation, approval, and distribution process. Unlike other products in the market, AgendaPlus also manages board meetings and can be completely customized to match your unique business procedures.

Sarasota County Schools would like to replace its current agenda management process for managing agendas for School Board meetings. Using AgendaPlus, Sarasota County Schools are expecting to:

- Distribute agenda and minutes electronically
- Create, modify, and submit agenda Items electronically
- Conduct electronic meetings
- Save time, paper, money, and gives better access to the general public. The agenda and minutes are more accessible to everyone.

Agile Tech developed the AgendaPlus application to simplify the process of gathering items, to create the agenda, ensuring the items are approved based on a multi-tier approval process, and manages board meetings based on role-based logic. Once the base application is customized to meet Sarasota County Schools' specific processes, the code-base is deployed on Sarasota County Schools' servers (on premise).

The following proposal outlines the history of AgendaPlus, identifies the standard solution components, defines the various user roles, illustrates the standard workflow, and lists the hardware and software requirements necessary for deployment. All of the standard components illustrated in this proposal may be customized based on your unique business process, technology infrastructure, or additional functional requirements.

We look forward to the opportunity to implement the AgendaPlus application for Sarasota County Schools.

B. THE AGENDAPLUS® SOLUTION

1. HISTORY AND OVERVIEW

Agile Tech's paperless agenda solution, AgendaPlus, was developed to fill the void left by an old software management system called eAgenda. The eAgenda system was originally developed between the years of 2002 - 2004 for Duval County Public Schools (DCPS) in Jacksonville, Florida. The Leadership Team of the Administration at DCPS had a vision to streamline the board agenda preparation, items approval process, distribution process, and to eliminate the need for paper. The existing business process required much administrative overhead and resulted in the duplication and distribution of over 100 agenda copies, representing extensive administrative and paper costs.

Prior to starting Agile Tech Consulting in 2013, Nengah Mustika, who is currently the president of Agile Tech, and Anh Huynh (AgendaPlus' Technical Lead) had extensive experience with agenda management software such as eAgenda. They have worked with this software for more than a decade. The eAgenda system was owned by a company called Idea Integration, Inc. out of Jacksonville, Florida. Since Idea Integration has been sold and the current company owner is no longer supporting eAgenda, Agile Tech sees the void in the market. Therefore, the creation of AgendaPlus is inevitable.

Agile Tech is still maintaining the "old" eAgenda system for Brevard County Public Schools and Sarasota Schools. Brevard County Public Schools has been using the eAgenda software since 11/1/2006 and Sarasota has been using it since 9/19/2005. Both of these school districts are ready to be upgraded to AgendaPlus. Polk County Schools of Florida is also still using the eAgenda system and would like to be upgraded to AgendaPlus. The plan for upgrade will take place in early 2018.

The AgendaPlus® software was developed from the ground up using the latest and greatest technologies. AgendaPlus was developed using Microsoft® .NET technology, making it easy to install, maintain and support, and inexpensive to host on your existing technical infrastructure.

In May of 2016, Clay County School Districts implemented and began using the AgendaPlus solution for the first time to prepare, distribute, and facilitate a regular board meeting.

Following the success of the project in Clay County, Agile Tech began working with other government entities; such as, the Chatham County – Metropolitan Planning Commission, Savannah and the City of Savannah, GA, to leverage the foundation technology to build their own customized paperless agenda solution.

2. SOLUTION

The AgendaPlus solution will allow users to:

- Manage boards (this application can be utilized by more than one board in an organization)
- Manage approval paths
- Manage meeting templates
- Agenda item re-assignment to different authors

- Approver re-assignment for the agenda items
- Manage agenda users
- Create agendas and agenda items
- Add supporting documents/attachments to the agenda item
- Edit agendas and agenda items
- Add action items
- Annotate agenda items
- Preview agendas and minutes prior publishing
- Email annotations to an email account
- Manage email messages
- Access agendas during meetings via the Intranet
- Edit agendas real-time during a board meeting
- Real-time vote on agenda items
- Audit trail history of changes to agenda items
- Create agenda and minutes packets and distribute them to Intranet, Internet, and/or download a PDF or HTML version to a local drive
- Generate follow-up reports
- And more.

3. BENEFITS

Expected benefits that will result from the implementation of AgendaPlus include:

- **Customizable to your needs**
 - Complete role based system to control user access
 - Create and manage dynamic approval workflows with multi-level approvers
 - Unlimited User defined Meeting Templates
 - Provides easily accessible email templates for all notifications
 - Centralized administrative panel to manage the entire system from one location.

- **Agenda Creation and Review**
 - Create and submit agenda items
 - Add electronic attachments to any agenda item
 - Approve, reject, or request revisions to any agenda item prior to a meeting
 - Review, organize, and distribute agendas electronically
 - Review and annotate agenda items for future reference while preparing for a meeting.

- **Real-time Meeting and Voting Activities**
 - Access agendas during meetings via the Internet
 - Edit agenda items in real time during a meeting

- Record meeting attendance, leadership directives, and voting results in real time.
- **Reporting**
 - Access historical changes made on agenda items online
 - Electronically publish finalized agendas and meeting minutes.
- **User Experience**
 4. User friendly and easy to navigate user interface
 5. Responsive user interface design; supports PCs, tablets and major browsers.

4. AGENDAPLUS USER ROLES

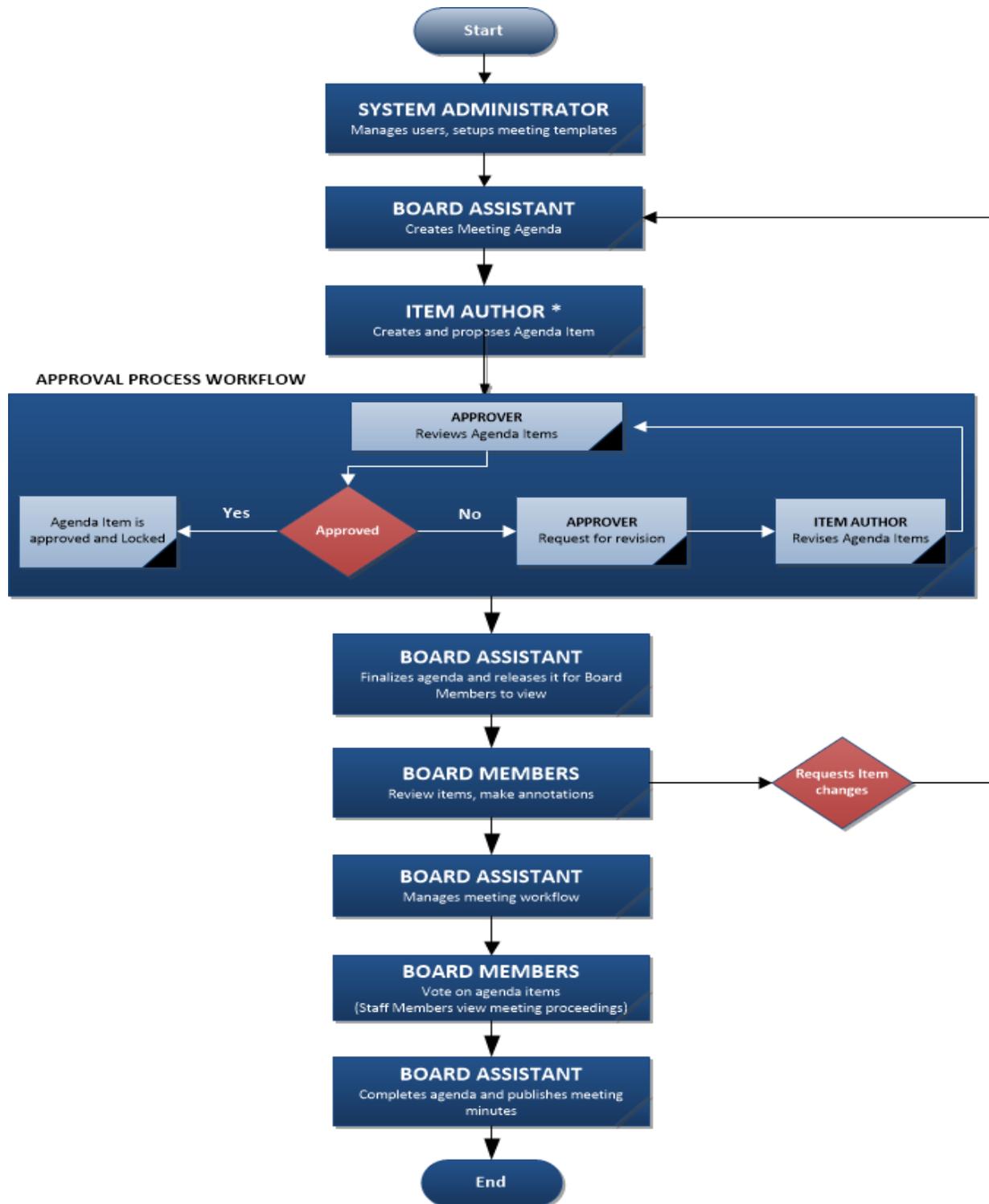
The School Board AgendaPlus application is designed to interface with defined user roles. A person in your organization may be represented by one or more roles because that person takes on different functions and duties with regard to the system. Or several physical people might be represented by one role because they all take on the same function with regard to the system.

The AgendaPlus user roles include:

- **Administrator:** In AgendaPlus, the Administrator is the person who configures AgendaPlus to organizational specifications, manages user access to AgendaPlus, and creates AgendaPlus meeting templates, manages boards, manages agenda item re-assignment, manages approver re-assignment, manages approval paths, and manages email messages.
- **Board Assistant:** The Board Assistant is the person who reviews/compiles agenda items for inclusion in an agenda. This person also manages changes during Board Meetings, controls the meeting flow, documents annotations and directives, creates meeting minutes, and manages email messages.
- **Item Author:** The term 'Item Author' refers to anyone who is given permission to submit agenda items for consideration for inclusion in a meeting agenda.
- **Approver:** An approver is anyone who has been given the authority to approving agenda items for inclusion in a meeting agenda.
- **Board/Council Member:** Board members actively participate in meetings and cast their votes on agenda items under discussion.
- **Staff Member:** AgendaPlus offers "View Only" access to any staff member who has been given permission to view meeting agendas and follow along during Board Meetings. This person can view agenda items and related documents online, just as the Board Members can do. The only difference is that staff members cannot vote.
- **Reviewer:** having this role allows the user to review agenda items prior to submission. Reviewers can request for revisions on agenda items.

5. AGENDAPLUS WORKFLOW

The AgendaPlus Business Process displayed below illustrates the workflow through the system. Each role in this process is represented and is connected to the system task for which the role is responsible for completing in the application. This is the foundation workflow around which customization will be made based on your existing business process rules. **Figure 1 shows you the business process and the data flow of AgendaPlus.**



Note: Item Authors are selected by the organization to submit Agenda Items. Authors could be distributed throughout the organization by department, job function or other organization requirements.

Figure 1: AgendaPlus Business Process/Application Workflow

6. TECHNOLOGIES

Technology facts of AgendaPlus:

- The ASP.NET using MVC pattern and C# programming language
- Web Sockets and Long Polling for Real Time Voting using SignalR allows bi-directional communication
- jQuery/JavaScript
- iTextSharp, and open source in C# for PDF conversion
- HTML 5 with CSS3 and Twitter Bootstrap
- Microsoft Entity Framework
- Microsoft SQL Server as a data storage
- Internet Information Services (IIS) 8 or later

C. STANDARD SOLUTION COMPONENTS

The AgendaPlus solution contains several standard components that you may customize, or use 'as-is'. These components include the following application modules: User Manager, Agenda Item and Approvals Manager, Agenda Manager, and Meeting Manager. These modules facilitate the process of item submission, item approvals and workflow, agenda organization, finalization and distribution, meeting facilitation, and agenda archival. The modular design allows for easier customization to meet the unique needs of your organization.

1. USER MANAGER

The User Manager is the part of the AgendaPlus Manager that will allow **Administrators** to add, edit, in-activate (soft delete) users, and assign user role/access permissions. User role and access permissions will control a user's access to the different components of the AgendaPlus application. The User Manager allows you to perform the following system tasks:

- View, sort, page users
- Create a User
- Edit a User
- In-activate (soft delete) a User
- Assign Role(s)/Permissions
- Select/assign to Boards.

Figure 2 and 3 display the sample screen of the User Manager.

- [Dashboard](#)
- [Manage Boards](#)
- [Manage Approval Paths](#)
- [Meeting Templates](#)
- [Meeting Agendas](#)
- [Search Agenda Items](#)
- [Item Re-Assignment](#)
- [Approver Re-Assignment](#)
- [Manage Email Messages](#)
- [Manage Users](#)
- [Manage Settings](#)
- [Approve Agenda Items](#)

AGENDA LISTING manage agendas...

[+ New Agenda](#)

Page of 5 | View records | Found total 44 records

| NAME | BOARD | MEETING TEMPLATE | DATE | STATUS | ITEMS | ACTIONS |
|---|-------------------|--|------------|--------------|--|---|
| 2/15/2018 - School Board Meeting | City Board | Agile - Public Schools Regular Board Meeting | 02/15/2018 | Active | View + New | Edit Delete Share Refresh |
| City Regular Meeting 11/13/2017 | City Board | City Regular Board Meeting | 11/13/2017 | Post Session | View | Edit Delete Share Refresh |
| BOARD OF TRUSTEES REGULAR MEETING AGENDA | City Board | City Regular Board Meeting | 11/09/2017 | Post Session | View | Edit Delete Share Refresh |
| Alabaster Regular City Council Meeting | City Board | City Regular Board Meeting | 10/17/2017 | Post Session | View | Edit Delete Share Refresh |
| Broomfield Regular Meeting | City Board | City Regular Board Meeting | 10/17/2017 | Post Session | View | Edit Delete Share Refresh |
| Avondale City Council Regular Meeting 6/13/2017 | City Board | Avondale City Council Regular Meeting Template | 06/13/2017 | Completed | View | Edit Delete Share Refresh |
| Bay District Regular Board Meeting | Demo School Board | Bay District School Regular Board Meeting Template | 05/31/2017 | Active | View + New | Edit Delete Share Refresh |
| Bay District School Board Meeting | Demo School Board | Bay District School Regular Board Meeting Template | 05/30/2017 | Post Session | View | Edit Delete Share Refresh |
| San Rafael City Council Meeting 4/28/2017 | City Board | San Rafael City Council Template | 04/28/2017 | Post Session | View | Edit Delete Share Refresh |
| Regular Council Meeting | City Board | San Rafael City Council Template | 04/28/2017 | Active | View + New | Edit Delete Share Refresh |

Page of 5 | View records | Found total 44 records

Figure 2: Manage User Screen

The screenshot shows a web interface for editing a user. At the top left, there is a header 'EDIT USER edit user' with a user icon. At the top right, there are two buttons: '< Back' and 'Save' with a checkmark. The main content area is divided into two columns. The left column contains the following fields: 'Email' (approver_01@ap.com), 'Active Directory Username' (approver_01@ap.com), 'Password' (with a lock icon and a 'Change password' button), 'Title' (empty), 'First name' (Sam), 'Last name' (Approver 01), 'Phone' (2563254589), and 'Notes' (empty). The right column contains 'User Roles' with a list of checkboxes: 'Administrator' (unchecked), 'Approver (Optional)' (checked), 'Board Assistant' (unchecked), 'Board Member' (unchecked), 'Item Author' (unchecked), 'Reviewer' (unchecked), and 'Staff Member' (unchecked). At the bottom left, there are three checkboxes: 'Confidential Access' (unchecked), 'Receive Email' (checked), and 'Active' (checked).

Figure 3: Add/Edit User

2. APPROVAL PATH MANAGER

The Approval Path Manager is one of the finest functionalities AgendaPlus has to offer. This component allows users to select different approval paths; whether it's a simple path or a complex one. When selecting and adding the desired approval path (by adding numerical items in the textbox), the controls are created in real-time on the screen.

Within the Approval Path Manager, you may perform the following system tasks:

- View Approval Path list
- View Category that the Approval Path belongs to
- Search for Approval Paths
- Sort and Page Approval Paths
- Add Approval Path
- Edit an Approval Path.

Figure 4 and 5 display the Approval Path Manager.

AgendaPlus® | Sarasota County Schools | admin@agendaplus.org

APPROVAL PATH LISTING manage approval paths... + New Approval Path

Page < 1 > of 2 | View 10 records | Found total 14 records

| NAME | LEVELS | CREATED ON | UPDATED ON | STATUS | CATEGORIES | ACTIONS |
|--|--------|------------|------------|--------|----------------------|----------------------|
| Admin Approver Test | 1 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Approval path 01 | 1 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Approval path 02 | 2 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Approval path 03 | 1 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Approval path 04 | 2 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Approval path 05 | 2 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| CHNE Approval Path 1 | 1 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Complex Approval | 2 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Education Department Approval Workflow | 3 | 02/15/2018 | 02/15/2018 | Active | View | Edit |
| Financial Approval | 4 | 02/15/2018 | 02/15/2018 | Active | View | Edit |

Page < 1 > of 2 | View 10 records | Found total 14 records

Figure 4: Approval Path Listing

EDIT APPROVAL PATH edit approval path < Back Save

Name: Number of Level: Active

Approver List: Levels: + Add

APPROVAL LEVELS

| LEVEL 1 | LEVEL 2 |
|---------------------------------|----------------------------------|
| Sam Approver 01 ✕ | Tisha Approver 03 ✕ |
| Mary Approver 02 ✕ | |

Figure 5: Add/Edit Approval Path

3. MEETING TEMPLATE MANAGER

The Meeting Template Manager allows users to view a list of available meeting templates, search a meeting template based on its name, copy a meeting template, add new templates, and edit an existing meeting template.

Within the Meeting Template Manager, you may perform the following system tasks:

- View Meeting Template list
- Search for Meeting Template by its name
- Sort and Page Meeting Template
- Add Meeting Template
- Edit Meeting Template
- Copy Meeting Template
- Delete Meeting Template.

Figure 6 and 7 illustrate the Meeting Template Manager.

The screenshot displays the 'MEETING TEMPLATE LISTING' interface. At the top, there are navigation buttons for '+ New Meeting Template' and 'Copy Template'. Below this is a search bar with a dropdown menu set to 'Active' and a search input field. The main content area shows a table of meeting templates with the following columns: NAME, CATEGORY, AGENDA, CREATED ON, and ACTIONS. The table lists 10 templates, each with 'View' and '+ New' buttons in the Category and Agenda columns, and 'Edit' and 'Delete' buttons in the Actions column. The table is paginated, showing 'Page 1 of 2 | View 10 records | Found total 19 records'.

| NAME | CATEGORY | AGENDA | CREATED ON | ACTIONS |
|--|------------|------------|------------|-------------|
| Agile - Public Schools Regular Board Meeting | View + New | View + New | 10/20/2015 | Edit Delete |
| Agile Tech County Commissioner Description | View + New | View + New | 11/01/2016 | Edit Delete |
| Avondale City Council Regular Meeting Template | View + New | View + New | 06/05/2017 | Edit Delete |
| Bay District School Regular Board Meeting Template | View + New | View + New | 05/31/2017 | Edit Delete |
| CHNE Meeting Template Agile Tech Meeting Template | View + New | View + New | 02/03/2016 | Edit Delete |
| City Regular Board Meeting Template to be used for City Board Meeting | View + New | View + New | 03/31/2016 | Edit Delete |
| Goose Creek Independent School District Goose Creek Independent School District | View + New | View + New | 09/23/2016 | Edit Delete |
| Houston Independent School District Houston Independent School District | View + New | View + New | 09/23/2016 | Edit Delete |
| JEA | View + New | View + New | 11/29/2017 | Edit Delete |

Figure 6: Meeting Template Listing

Figure 8 - 11 display the Agenda Manager related screens.

The screenshot displays the AgendaPlus interface for Sarasota County Schools. The top navigation bar includes the AgendaPlus logo, the user's email (admin@agendaplus.org), and the application title 'AGENDA LISTING manage agendas...'. A sidebar on the left provides navigation for various management tasks. The main content area shows a search and filter interface with dropdown menus for 'All Boards' and 'All Templates', a search input field for 'Agenda Name', and a 'Search' button. Below this is a table listing meeting agendas, with pagination indicating 'Page 1 of 5' and 'Found total 44 records'.

| NAME | BOARD | MEETING TEMPLATE | DATE | STATUS | ITEMS | ACTIONS |
|---|-------------------|--|------------|--------------|------------|-----------------------------------|
| 2/15/2018 - School Board Meeting | City Board | Agile - Public Schools Regular Board Meeting | 02/15/2018 | Active | View + New | [Edit] [Delete] [Share] [Refresh] |
| City Regular Meeting 11/13/2017 | City Board | City Regular Board Meeting | 11/13/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| BOARD OF TRUSTEES REGULAR MEETING AGENDA | City Board | City Regular Board Meeting | 11/09/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| Alabaster Regular City Council Meeting | City Board | City Regular Board Meeting | 10/17/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| Broomfield Regular Meeting | City Board | City Regular Board Meeting | 10/17/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| Avondale City Council Regular Meeting 6/13/2017 | City Board | Avondale City Council Regular Meeting Template | 06/13/2017 | Completed | View | [Edit] [Delete] [Share] [Refresh] |
| Bay District Regular Board Meeting | Demo School Board | Bay District School Regular Board Meeting Template | 05/31/2017 | Active | View + New | [Edit] [Delete] [Share] [Refresh] |
| Bay District School Board Meeting | Demo School Board | Bay District School Regular Board Meeting Template | 05/30/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| San Rafael City Council Meeting 4/28/2017 | City Board | San Rafael City Council Template | 04/28/2017 | Post Session | View | [Edit] [Delete] [Share] [Refresh] |
| Regular Council Meeting | City Board | San Rafael City Council Template | 04/28/2017 | Active | View + New | [Edit] [Delete] [Share] [Refresh] |

Figure 8: Meeting Agenda Listing

| PRESENTER DETAILS | |
|------------------------------------|----------------------|
| Call to Order | <input type="text"/> |
| Invocation | <input type="text"/> |
| Recognitions and Awards | <input type="text"/> |
| Consent Agenda | <input type="text"/> |
| Academic Services | <input type="text"/> |
| School Choice and Pupil Assignment | <input type="text"/> |
| Public Comment | <input type="text"/> |
| Adjournment | <input type="text"/> |
| Approval of Board Minutes | <input type="text"/> |
| Pledge of Allegiance | <input type="text"/> |
| Discussion | <input type="text"/> |
| Approval of Agenda | <input type="text"/> |

Figure 10: Add/Edit Meeting Agenda Continued...

| | |
|---|----------------------|
| Approval of Agenda | <input type="text"/> |
| Chairperson's Report | <input type="text"/> |
| Superintendent's Report | <input type="text"/> |
| Department Reports | <input type="text"/> |
| Comments from Parent Organizations | <input type="text"/> |
| Comments from District Student Government Association | <input type="text"/> |
| Comments from Employee Organizations | <input type="text"/> |
| For the Record | <input type="text"/> |
| Superintendent's Travel | <input type="text"/> |
| Board Member Travel | <input type="text"/> |

Figure 11: Add/Edit Meeting Agenda Continued...

5. AGENDA ITEM MANAGER

While viewing and adding a new Agenda Item can be accessed from the Agenda Listing page, much of the Agenda Items' functionalities can be accessed from the Agenda Item Listing page. This page allows users to view lists of available meeting agenda items and search a meeting. The Meeting Agenda Manager component of AgendaPlus allows **Agenda Item Authors/Board Assistants** to submit agenda items for approval. Agenda Item Authors will also view/edit/delete agenda items they have submitted and attach supporting documents.

Within the Meeting Agenda, you may perform the following system tasks:

- View list of agendas
- Search agendas by Board, Category, Agenda Name, and Agenda Status
- Sort and Page agenda list
- Add, Edit, Delete agenda(s)
- Navigate to release, publish agenda, and meeting room
- View Agenda Items
- Create an Agenda Item
- Remove an Agenda Item
- Approve an Agenda Item
- Reject an Agenda Item
- Request revision on Agenda Item
- Copy Agenda Item
- Move Agenda Item.

Figure 12 - 18 display the Agenda Item Manager related screens.

Create Agenda Item create agenda item

Home • Agendas • Create Agenda Item

CREATE AGENDA ITEM create agenda item < Back Save Submit

Agenda

Category **Sub Category**

Approval Path

Title

Description



Figure 12: Create Agenda Item

Description



Recommendation



Financial Impact **Contact**



Figure 13: Create Agenda Item (Continued)

AGENDA ITEM LISTING + New Agenda Item New Action Move Item Copy Item Release Preview Download Back To Active

Fix all the agenda items marked in RED before releasing the agenda !

Board: City Board

Agenda Title: Copied Lynwood City Council Meeting 4/3/2017 **Agenda Date:** 04/04/2017

Meeting Template: Lynwood City Council Template **Status:** Finalized

[Expand All](#) [Collapse All](#)

- Opening Ceremonies
 - Call to Order
 - Call to Order** eye hourglass link edit trash lock \$ up down
 - Certification of Agenda Posting by City Clerk
 - Roll Call of Council Members
 - Pledge of Allegiance
 - Invocation
 - Presentations/Proclamations
 - Council Recess to:
 - Courtesy Notice
 - Public Oral Communications
 - Non-Agenda Public Oral Communications
 - City Council Oral and Written Communication
- Consent Calendar
 - C1 - This is a consent item to test** eye hourglass link edit trash refresh lock \$ up down
 - Minutes of Previous Meetings
 - C2 - Regular Meeting - March 7, 2017** eye hourglass link edit trash lock \$ up down
- Discussion Calendar
 - D1 - Lucy Avalos Community Center Staffing Request** eye hourglass link edit trash refresh lock \$ up down
 - Minutes of Previous Meetings
- New/Old Business
- Adjournment

Figure 14: Agenda in Finalized Status and Ready to be Released

PUBLISH AGENDA

Copy Item Update Statements Preview Agenda Publish Agenda Preview Minutes Publish Minutes Generate Follow-Up Report Complete Meeting

Board: Demo School Board

Agenda Title: Full Board Meeting January 25th, 2016 **Agenda Date:** 01/25/2016

Meeting Template: Agile Tech Meeting Template **Status:** Post Session

[Expand All](#) [Collapse All](#)

- Call to Order
 - Call to order
- Invocation
 - Invocation
- Superintendent's Travel
 - Travel for Sate wide conference

Figure 15: Agenda in Post Session and Ready to be Published

CALL MEETING TO ORDER
✕

Awaiting Approval

| | |
|------------------|-----------------------------|
| Board | Duval County Board |
| Agenda | December 31st Board Meeting |
| Agenda Status | Finalized |
| Meeting Date | 12/31/2015 |
| Category | Call to Order |
| Sub Category | |
| Approval Path | Approval path 01 |
| Description | Call Meeting to Order |
| Recommendation | |
| Financial Impact | |
| Authored By | James Administrator |
| Last Updated By | James Administrator |
| Last Updated On | 12/31/2015 |

Attachments

| TITLE | CONFIDENTIAL |
|--|--------------|
| There are currently no entries available | |

Audit History

| DATE | ACTION |
|----------------------|---|
| 1/11/2016 4:02:37 AM | Latest approval has been reset after editing. |
| 1/11/2016 4:02:36 AM | Attachment (haxlogs.txt) deleted by James Administrator |

Figure 16: View Agenda Item and Its Audit History

AGENDA ITEM APPROVALS
✕

| LEVEL | APPROVER | STATUS | COMMENTS | LAST UPDATED |
|-------|------------------|----------|----------|----------------------|
| 1 | Sam Approver 01 | Approved | | 1/26/2016 7:01:34 PM |
| 2 | Mary Approver 02 | Approved | | 1/26/2016 7:02:24 PM |

Close

Figure 17: View Agenda Item Approval Flow

COPY AGENDA ITEM ✕

Source Agenda
[None] ▼

Agenda Item to Move
▼

Target Agenda
[None] ▼

Target Category ▼ Target Sub Category ▼

Author/Owner ▼ Copy Attachments ▼
[None] No

✓ Copy Agenda Item Close

Figure 18: Copy Agenda Item

6. AGENDA ITEM SEARCH

This feature allows the user to search for Agenda Items by board, agenda the items falls under, agenda status and agenda item's title. This page also allows the user to page and sort by item title, agenda name, category, and status.

| ITEM | AGENDA | CATEGORY / SUB CATEGORY | STATUS | ACTION |
|--|---|-------------------------|----------------------|--------|
| Adjournment | Demo 5B - Jan 8, 2016 | Adjournment | Submitted | |
| Application Review - Joseph Napolitano, CRNP | New Agenda | New Category | Revision Requested | |
| Application Review - Joseph Napolitano, CRNP - Testing Approval Workflow | New Agenda | Category 01 | Tentatively Approved | |
| Approval of Agenda | December 31st Board Meeting | Approval of Agenda | Fully Approved | |
| Approval of Agenda for December meeting | December Board Meeting | Approval of Agenda | Submitted | |
| Approval of Contract with Ballard Partners | January 18, 2016 Board Workshop | Department Reports | Fully Approved | |
| Approve Minute of Meeting - Editing After Rejection | New Agenda | Minutes Approval | Revision Requested | |
| Author test | Vickers meeting 12/20 | Discussion | Rejected | |
| Buying a new bus for Middle School | May Month Review Meeting | Transport Items | Fully Approved | |
| Buying Black Boards for Schools | Education Department - Nov Month Status Meeting | Education Loans | Fully Approved | |

Figure 19: Agenda Item Search

7. MEETING ROOM

Meeting Room is a real time virtual meeting space for board assistants and board members to conduct a meeting interactively. This component allows the Board Assistant to conduct and control the flow of the meeting, while board members can vote, add annotations/private notes, view actions, view voting results and send annotations to their email addresses for records.

Within the Meeting Room, you may perform the following system tasks:

- Take Attendance
- Add/Edit/Delete Action/Motions on Agenda Item
- Move Agenda Items between Consent/Discussion categories
- Set current Agenda Item to be discussed
- Initiate Voting
- Cancel Voting
- Board Assistant can vote on behalf of a board member in case of technical challenges
- Add Minutes real time
- View Agenda Item details
- View Attachments
- View Approval Path Flow
- Add Annotations/Private Notes

- Vote on Action/Motion
- Add Directives for follow-up
- View Action/Motion Items and its results
- Adjourn Meeting.

Figure 20 - 27 display the Meeting Room related screens.

The screenshot displays the AgendaPlus Meeting Room interface for Sarasota County Schools. The top navigation bar includes the AgendaPlus logo, a hamburger menu, the school district logo, and the user email address (admin@agendaplus.org). The main header shows the meeting title 'Mineral County Schools Demo Meeting' and the date '10/31/2016'. The meeting status is 'In Session'. The agenda is organized into sections: PLEDGE OF ALLEGIANCE, CALL TO ORDER, APPROVAL OF AGENDA (with item 1. Approval of Agenda), COMMUNICATIONS – Superintendent/Board (with Superintendent's Update and item 2. Superintendent's Update), ACTION AGENDA (with item 4. Approval of Waiver Request – Frankfort Middle ...), PERSONNEL (with item 5. Ratification of Suspension of Substitute Emplo...), FINANCE/BUDGET (with item 6. MCTC/FFA Organization Funding Request in the Am...), and ADJOURNMENT. A 'VOTING NOW!' notification is present for item 2. The right sidebar contains sections for CURRENT AGENDA ITEM (Superintendent's Update), ACTIONS (Recommendation VOTING NOW!), VOTING PROGRESS (Vote All | Cancel Voting), and ATTACHMENTS (AgendaPlus Brochure.pdf).

Figure 20: Meeting Room with an Agenda In-Session

ATTENDANCE
✕

Agenda: Education Department - Nov Month Status Meeting

| Board Member | Attendance Status |
|--------------|--|
| Harry Potter | <input type="radio"/> Absent <input type="radio"/> Present <input type="radio"/> Not Present |
| Mary Brown | <input type="radio"/> Absent <input type="radio"/> Present <input type="radio"/> Not Present |
| Jane Bradley | <input type="radio"/> Absent <input type="radio"/> Present <input type="radio"/> Not Present |
| Jim Walters | <input type="radio"/> Absent <input type="radio"/> Present <input type="radio"/> Not Present |

✓ Update
Close

Figure 21: Attendance in Meeting Room

CREATE NEW ACTION
✕

Agenda Item

Giving Education Loans to Students ▼

Title

Description

Action Type

-- Select -- ▼

Margin Type

-- Select -- ▼

Motioned By

-- Select -- ▼

Seconded By

-- Select -- ▼

✓ Save
Close

Figure 22: Create New Action/Motion

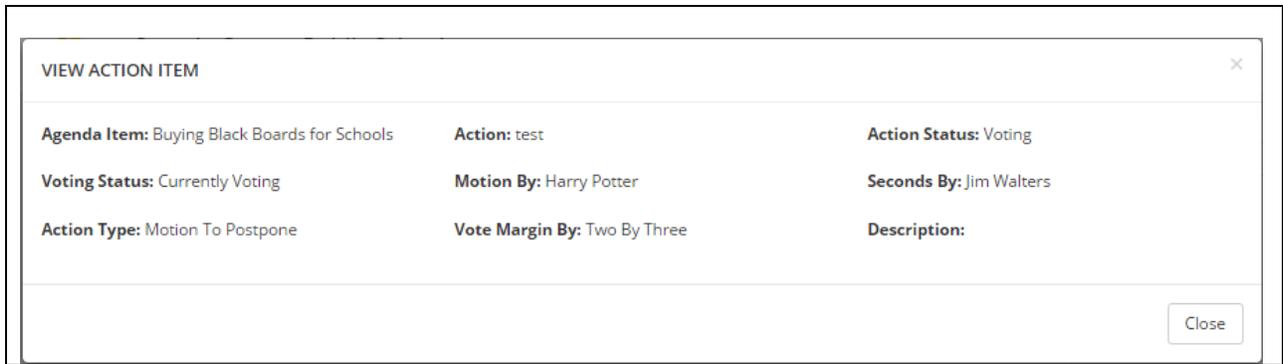


Figure 23: View Action Item

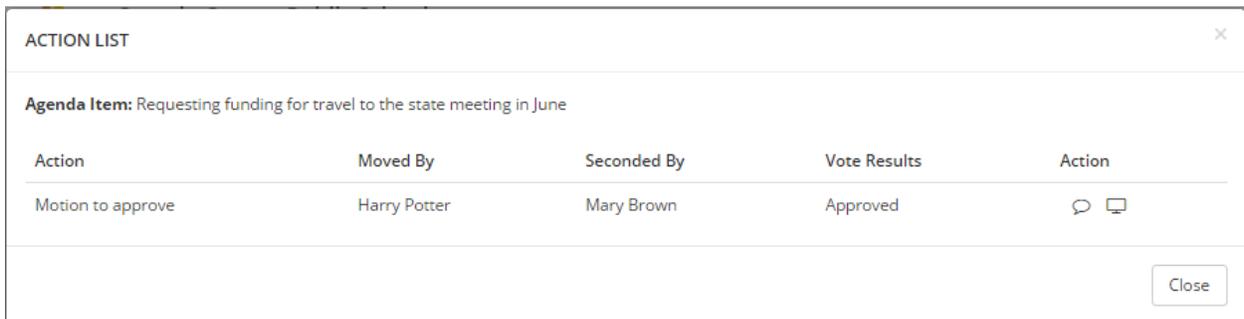


Figure 24: Action List

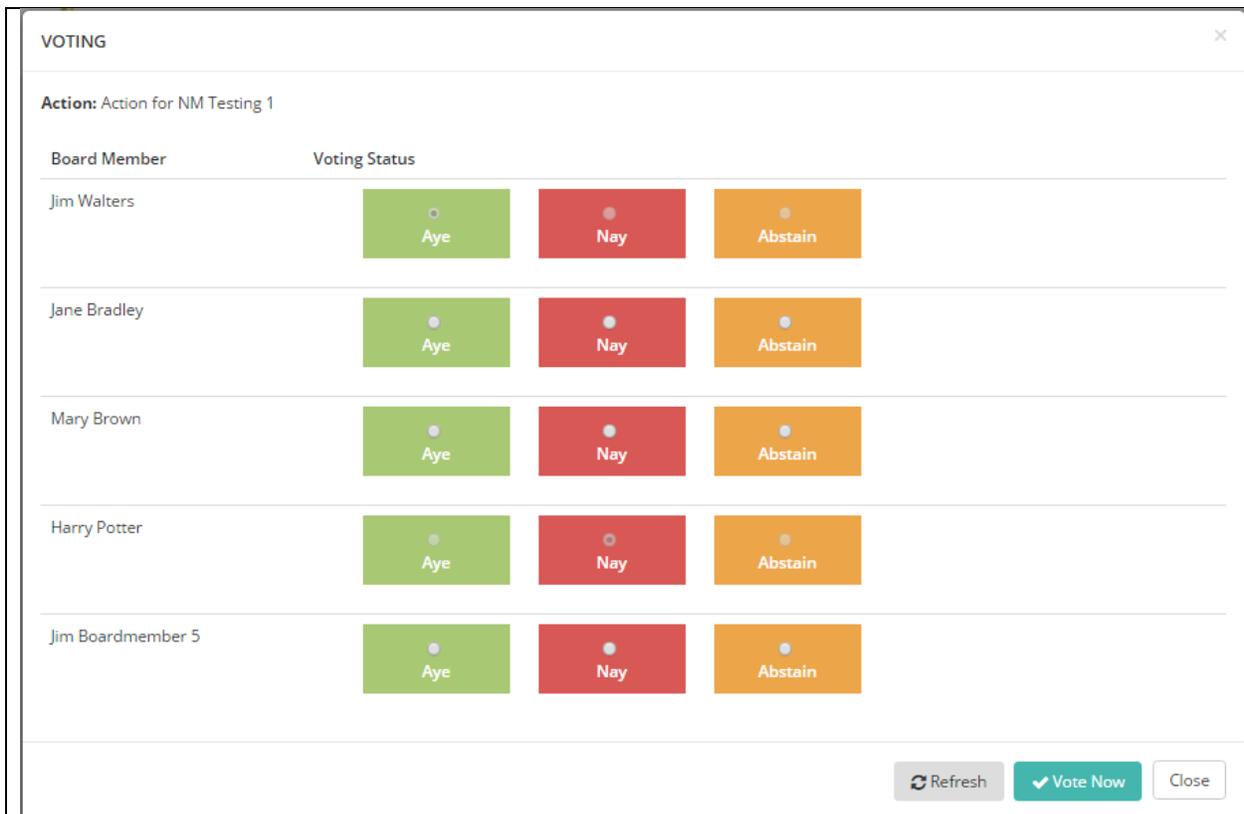


Figure 25: Voting Popup

VOTING RESULTS
✕

Agenda Item: Buying Black Boards for Schools

Action Status: Voting

Action: test

Voting Status: Currently Voting

BOARD MEMBERS VOTING
Cancel Voting

| Board Member | Voting Status | Action |
|--------------|---------------|----------------------|
| Harry Potter | Not Voted | Vote |
| Mary Brown | Aye | |
| Jane Bradley | Not Voted | Vote |
| Jim Walters | Not Voted | Vote |

SCORE CARD

| Status | Count |
|--------------------|-------|
| Aye | 1 |
| Nay | 0 |
| Abstain | 0 |
| Absent | 0 |
| Not Present | 0 |

Close

Figure 26: Voting Results

ANNOTATION
✕

Notes

Annotation goes here.

✔ Update
Close

Figure 27: Agenda Item's Annotation

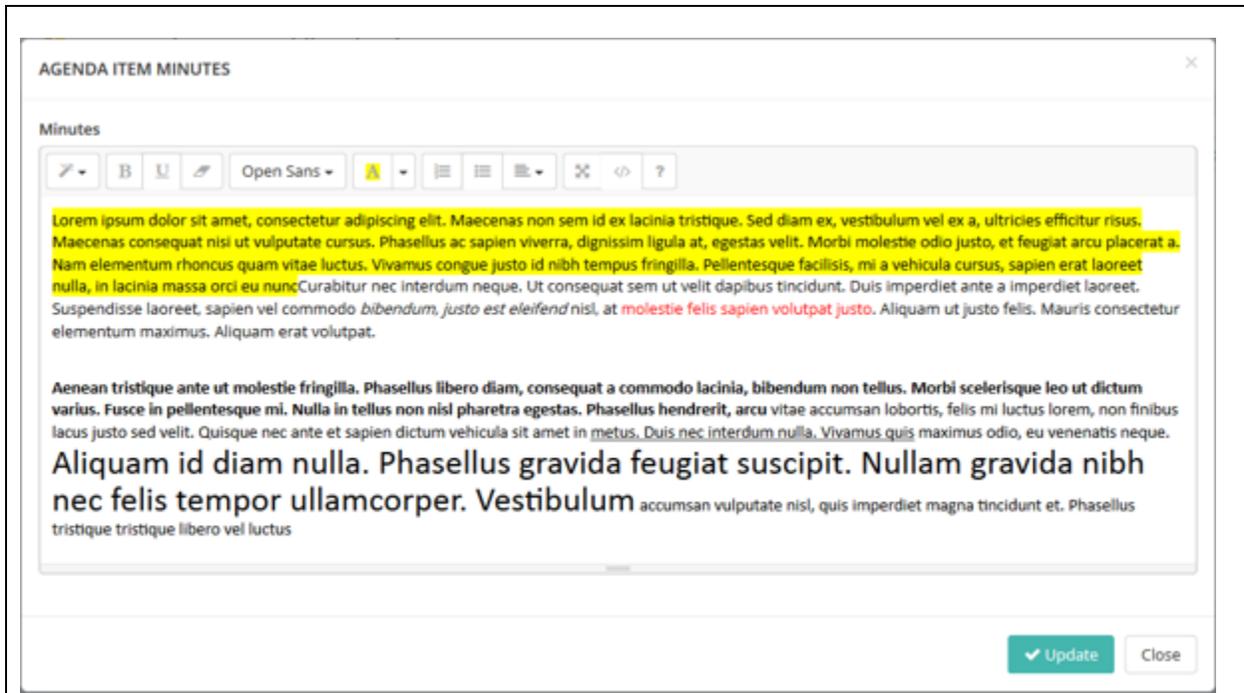


Figure 28: Agenda Item's Minutes



Figure 29: Agenda Item's Directives

8. PUBLISHING AGENDA

Publishing Agendas is one of the important features of AgendaPlus. It allows the Board Assistant/Administrator to preview agendas and minutes for proof reading and editing. Agendas and Minutes can be published as PDF and/or HTML format to a desired destination (Internet/Intranet)

Within the Publishing Agendas section, you may perform the following system tasks:

- Update Agenda Statements
- Add Minutes
- Add Directives
- Preview Agenda
- Preview Minutes
- Publish Agenda (HTML/PDF)

- Publish Agenda Minutes (HTML/PDF)
- Complete Meeting
- Edit Agenda Items (based on Global Settings)

Figure 26 – 33 display the Publishing Agenda related screens.

The screenshot shows a web form titled "UPDATE AGENDA STATEMENTS" with a close button (X) in the top right corner. The form contains several input fields:

- Agenda Name:** A text input field containing "Demo SB Full Meeting 1/26/2016".
- Meeting Left Chair:** An empty text input field.
- Meeting Right Chair:** An empty text input field.
- Opening Remarks:** A large text area for entering opening remarks.
- Closing Remarks:** A large text area for entering closing remarks.
- Minutes Signature Block:** A large text area for entering the signature block.

At the bottom right of the form, there are two buttons: a green "Update" button with a checkmark icon and a white "Close" button.

Figure 30: Update Agenda Statements



Sarasota County Schools

Sarasota County Schools Meeting

Date: Oct 17 2017 (6PM)

FLAG SALUTE

CALL TO ORDER AND WELCOME

CALL TO ORDER

ROLL CALL

ADMINISTRATION OF OATH

CLOSED SESSION

CONSENT AGENDA

CONSENT AGENDA

1. [Approval of the minutes of the regularly scheduled City Council meeting held on September 25th , 2017](#)

[Business Development Agreement.pdf](#)

PUBLIC HEARING ITEMS

NON PUBLIC HEARING

PUBLIC COMMENTS - ITEMS NOT ON AGENDA

PLANNING COMMISSION REPORTS/ANNOUNCEMENTS

DIRECTOR'S REPORT

ADJOURNMENT

ADJOURNMENT

Figure 31: Preview Agenda

PUBLISH AGENDA ×

Select a destination for the Published Agenda Create content in the following format

-- Select a Destination -- -- Select a Content Type --

Confirm Public Website File Name

demo-sb-full-meeting-1262016.

Figure 32: Publishing Agenda

Sarasota County Schools

Sarasota County Schools Meeting

Date: Oct 17 2017 (6PM)

FLAG SALUTE

CALL TO ORDER AND WELCOME

CALL TO ORDER

ROLL CALL

ADMINISTRATION OF OATH

CLOSED SESSION

CONSENT AGENDA

CONSENT AGENDA

[1. Approval of the minutes of the regularly scheduled City Council meeting held on September 25th , 2017](#)

[Business Development Agreement.pdf](#)

Motion

Action 1

Vote Results (Approved)

Motion: Mary Brown

Second: John Metzger

| | |
|--------------|-------|
| Jim Walters | - Aye |
| Jane Bradley | - Aye |
| Mary Brown | - Aye |
| Harry Potter | - Aye |
| Andy Skinner | - Aye |
| John Metzger | - Aye |

PUBLIC HEARING ITEMS

NON PUBLIC HEARING

Figure 33: Preview Minutes

PUBLISH MINUTES
✕

Select a destination for the Published Agenda

-- Select a Destination --

Confirm Public Website

Create content in the following format

-- Select a Content Type --

File Name

demo-sb-full-meeting-1262016.

Publish

Close

Figure 34: Publish Minutes

COMPLETE MEETING CONFIRMATION
✕

Are you sure to mark this meeting as "Completed" ?

Cancel

OK

Figure 35: Complete Meeting

Follow-Up Report for Agenda - %Agenda.Name%

Agenda Plus (system@agendaplus.org) [Add to contacts](#) 8:28 PM | [Documents](#)

To: assistant1@ap.com

1 attachment (34.4 KB)

demo-sb-full-meeti...

[Download as zip](#)
[Save to OneDrive](#)

Hi Dharma Board-Assistant,

Please find the attached follow up report for the agenda.

Regards,
AgendaPlus System

Figure 36: Email as a Result of Generate Follow-Up Report

9. MANAGE EMAIL MESSAGES

The Email Message component allows users to view a list of email templates to be sent upon a completion of an action, for follow up, and actions to be completed. Figure 34 and 35 illustrate the Manage Email Message screens.

The screenshot displays the 'MESSAGE TEMPLATE LISTING' interface. The header shows the AgendaPlus logo, the user email 'admin@agendaplus.org', and the organization name 'Sarasota County Schools'. The sidebar on the left contains navigation links such as 'Dashboard', 'Manage Boards', 'Manage Approval Paths', 'Meeting Templates', 'Meeting Agendas', 'Search Agenda Items', 'Item Re-Assignment', 'Approver Re-Assignment', 'Manage Email Messages' (highlighted), 'Manage Users', 'Manage Settings', and 'Approve Agenda Items'. The main content area features a table with the following data:

| NAME | SUBJECT | ACTIVE | ACTIONS |
|----------------------------|---|--------|---|
| Agenda.EmailAnnotations | Annotations for Agenda - %Agenda.Name% | Active | Edit Delete |
| Agenda.Finalized | Agenda Finalized - %Agenda.Name% | Active | Edit Delete |
| Agenda.FollowUpReport | Follow-Up Report for Agenda - %Agenda.Name% | Active | Edit Delete |
| Agenda.NotifyAuthors | New Agenda Added - %Agenda.Name% | Active | Edit Delete |
| Agenda.Released | Agenda Released - %Agenda.Name% | Active | Edit Delete |
| AgendaItem.Approve | Agenda Item Approved - %AgendaItem.Name% | Active | Edit Delete |
| AgendaItem.Rejection | Agenda Item Rejected - %AgendaItem.Name% | Active | Edit Delete |
| AgendaItem.RequestMoreInfo | Agenda Item More Info Requested - %AgendaItem.Name% | Active | Edit Delete |
| AgendaItem.RequestRevision | Agenda Item Revision Requested - %AgendaItem.Name% | Active | Edit Delete |
| AgendaItem.Reviewed | Agenda Item Reviewed - %AgendaItem.Name% | Active | Edit Delete |

Figure 37: Email Template Listing

EDIT MESSAGE TEMPLATE edit message template Back Reset Save Save & Continue Edit Copy Template

Allowed message tokens

%Portal.Name%, %Portal.URL%, %Portal.Email%, %Customer.Email%, %Customer.Username%, %Customer.FullName%, %Customer.FirstName%, %Customer.LastName%, %Customer.PasswordRecoveryURL%, %Customer.AccountActivationURL%

Name

Agenda.EmailAnnotations

BCC

balimusi@hotmail.com

Subject

Annotations for Agenda - %Agenda.Name%

Body

All,

Here is the list of annotations added by %UserName% for the agenda "%Agenda.Name%".

%EmailAnnotations.Body%

Regards,

AgendaPlus System

Email account

Jim Walters

Figure 38: Edit Email Template

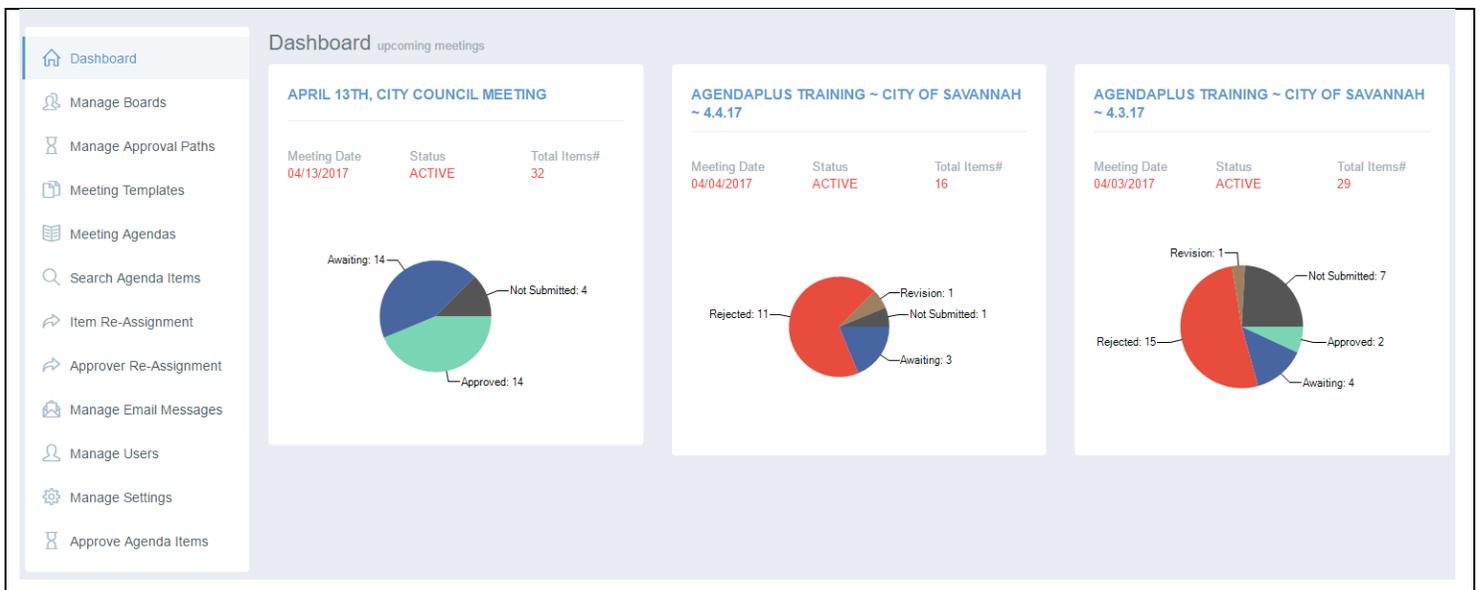


Figure 39: Sample AgendaPlus Dashboard

10. AGENDA INTEGRATION WITH AGENDAPLUS

Agile Tech's team has a great knowledge of the eAgenda system that is currently being used by Sarasota County Schools. With this knowledge, Agile Tech is probably the only company that is capable of integrating such a legacy system. Sarasota County Schools' staff will be able to search for agendas, agenda items, and their supporting documents/attachments directly from the AgendaPlus system.

Figure 40 through 45 illustrate the eAgenda system integration with AgendaPlus.

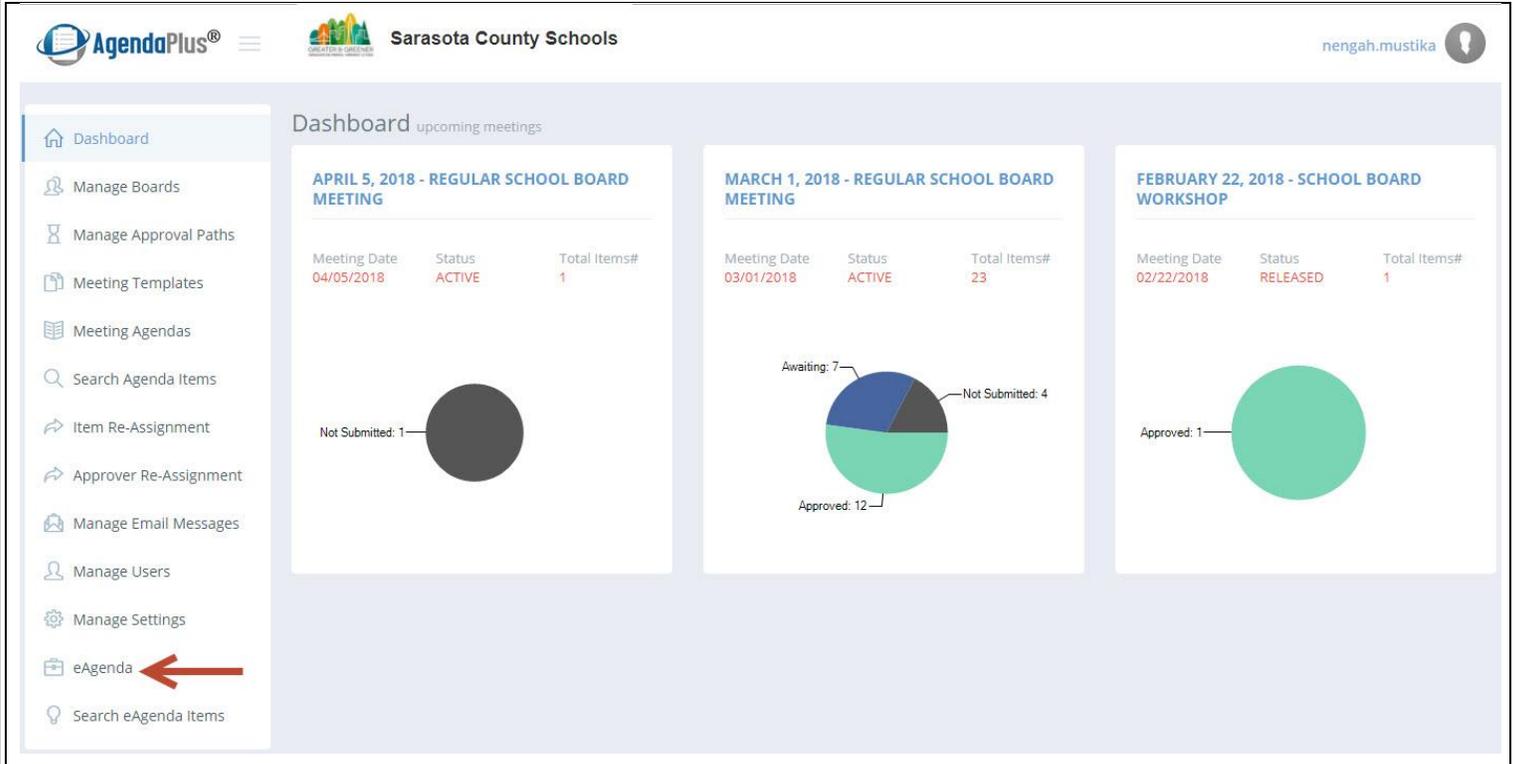


Figure 40: Dashboard

- [Dashboard](#)
- [Manage Boards](#)
- [Manage Approval Paths](#)
- [Meeting Templates](#)
- [Meeting Agendas](#)
- [Search Agenda Items](#)
- [Item Re-Assignment](#)
- [Approver Re-Assignment](#)
- [Manage Email Messages](#)
- [Manage Users](#)
- [Manage Settings](#)
- [eAgenda](#)
- [Search eAgenda Items](#)

EAGENDA LISTING

All Templates

All Statuses
Search

Page < 1 > of 14 | View 10 records | Found total 133 records

| NAME | TEMPLATE | DATE | STATUS | ACTIONS |
|----------------------------------|--|------------|----------|---|
| April 15, 2010 Regular Meeting | Regular Meeting (New) | 02/15/2018 | Complete | View Item |
| April 16, 2015 - Regular Meeting | Regular Meeting (June 2013) | 02/15/2018 | Complete | View Item |
| April 17, 2014 - Regular Meeting | Regular Meeting (June 2013) | 02/15/2018 | Complete | View Item |
| April 18, 2013 - Regular Meeting | Regular Meeting (New) | 02/15/2018 | Complete | View Item |
| April 19, 2012 Regular Meeting | Regular Meeting (Scheduled Citizen Item) | 02/15/2018 | Complete | View Item |
| April 21, 2011 Regular Meeting | Regular Meeting (New) | 02/15/2018 | Complete | View Item |
| April 21, 2016 - Regular Meeting | Regular Meeting Oct 2015 | 02/15/2018 | Released | View Item |
| April 9, 2013 - Workshop Meeting | Workshop | 02/15/2018 | Complete | View Item |
| August 1, 2011 Special Meeting | Special Meeting - Public Hearing | 02/15/2018 | Complete | View Item |
| August 12, 2013 Workshop | Workshop | 02/15/2018 | Complete | View Item |

Page < 1 > of 14 | View 10 records | Found total 133 records

Figure 41: Agenda Listing (eAgenda)

AGENDA DETAIL (EAGENDA)

Meeting Description: April 18, 2013 - Regular Meeting
 Meeting Template: Regular Meeting (New)
 Agenda Status: Completed
 Meeting Date: 4/18/2013
 Opening Remarks:
 Closing Remarks:
 Meeting Header: Teacher Inservice Center - Fleming Island High School 2233 Village Square Parkway Hearings for Special Actions regarding Students - 4:00 p.m. REGULAR MEETING - 7:00 p.m.
 Meeting Footer:
 Created By: Karen Bush
 Created Date: 4/8/2013
 Updated By: Karen Bush
 Updated Date: 5/31/2013

Presenter Info

| CATEGORY | SUB CATEGORY | INFO |
|----------------------|-----------------------|------|
| | Deputy Superintendent | |
| | Instruction | |
| Invocation | | |
| Pledge of Allegiance | | |
| Call to Order | | |
| Consent Agenda | | |
| | Superintendent | |
| | School Board Members | |
| | School Board Members | |
| | School Board Attorney | |
| | Information Services | |

Figure 42: Agenda Detail (eAgenda)

- [Dashboard](#)
- [Manage Boards](#)
- [Manage Approval Paths](#)
- [Meeting Templates](#)
- [Meeting Agendas](#)
- [Search Agenda Items](#)
- [Item Re-Assignment](#)
- [Approver Re-Assignment](#)
- [Manage Email Messages](#)
- [Manage Users](#)
- [Manage Settings](#)
- [eAgenda](#)
- [Search eAgenda Items](#)

AGENDA ITEM LISTING (EAGEDA)

Agenda Title: April 15, 2010 Regular Meeting

Meeting Template: Regular Meeting (New)

[Expand All](#) [Collapse All](#)

- Call to Order
- Consent Agenda
 - C-31 Deletion of Certain Items Report - April, 201... [More](#)
 - C-5 Renewal of List of Physicians and Medical Faci... [More](#)
 - C-4 Personnel Consent Agenda
 - C-6 Reappointments for the 2010-2011 School Year
 - C-3 Proposed Staff Allocation Changes for 2009-2010 & 2010-2011 [Less](#)
 - C-34 Final (Phase III) Plans and Specifications fo... [More](#)
 - C-37 Additive Change Order #3 for Middleburg Eleme... [More](#)
 - C-38 Deductive Change Order #2 (Direct Purchasing)... [More](#)
 - C-39 Orange Park Elementary School Building 7 Rest... [More](#)
 - C-40 Wilkinson Elementary School Buildings 1, 2, 3... [More](#)
 - C-41 Pre-Qualification of Contractors
 - C-7 Advertise Amendments to CCSB Policy 6GX-10.2.0... [More](#)
 - C-42 Advertise Amendments to CCSB Policy 6GX-10-6... [More](#)
 - C-8 Grant(s) Application
 - C-36 Additive Change Order #13 (Direct Purchasing)... [More](#)
 - C-33 Bids to be Awarded April 2010
 - C-20 Continue training in the Safe Crisis Manageme... [More](#)
 - C-21 Pay mileage at .50 cents/mile to have parents... [More](#)
 - C-22 Participate in submitting the Multi-District ... [More](#)
 - C-1 Minutes of Special Pupil Request, Student Disc... [More](#)
 - C-24 Write off Non-Sufficient Funds (NSF) Checks a... [More](#)
 - C-9 Title I: Contract for Supplemental Educationa... [More](#)

Meeting Date: 4/15/2010

Status: Completed

Figure 43: Agenda Item Listing (eAgenda)

- [Dashboard](#)
- [Manage Boards](#)
- [Manage Approval Paths](#)
- [Meeting Templates](#)
- [Meeting Agendas](#)
- [Search Agenda Items](#)
- [Item Re-Assignment](#)
- [Approver Re-Assignment](#)
- [Manage Email Messages](#)
- [Manage Users](#)
- [Manage Settings](#)
- [eAgenda](#)
- [Search eAgenda Items](#)

EAGENDA ITEMS SEARCH

Search

Page < 1 > of 467 | View 10 records | Found total 4,663 records

| AGENDA ITEM | AGENDA | DATE | ACTIONS |
|--|------------------------------------|------------|-----------------------------|
| C-2 Payment of Annual Dues for 2012-2013 - Florida Association of District School Superintendents | June 21, 2012 Regular Meeting | 06/11/2012 | View Detail |
| C-2 Proposed Allocation Changes for 2013-2014 (Item pulled by staff) | October 15, 2013 - Regular Meeting | 10/04/2013 | View Detail |
| C-23 Contract for SEDNET support staff. | October 16, 2014 - Regular Meeting | 10/08/2014 | View Detail |
| 1. Ben Owens 2. Harry Parrott 3. Linda Schaeffer 4. Rev. Patricia Ray 5. Rev. Elizabeth Teal | November 22, 2011 Regular Meeting | 11/15/2011 | View Detail |
| 1. Raymond Johnson - School Prayer; 2. Stanley Pfenning - Public Comments During Board Workshops | January 19, 2012 Regular Meeting | 01/11/2012 | View Detail |
| 1. Tom Platt 2. W. Gary Yeldell 3. Marjorie R. Caouette 4. Sylvia Croft 5. Tom Croft 6. Raymond Johnson 7. Frankie S. Anderson 8. Andrea S. Wall 9. Dan Sikes 10. Harry Parrott 11. David Summy 12. Ben Harrell 13. Jeff Nuckols 14. Stanley F. Pfenning | December 15, 2011 Regular Meeting | 12/06/2011 | View Detail |
| 2009-2010 Administrative/Managerial/Supervisory/Confidential Salary Schedule | February 11, 2010 Special Meeting | 01/27/2010 | View Detail |

Page < 1 > of 467 | View 10 records | Found total 4,663 records

Figure 44: Agenda Item Search (eAgenda)

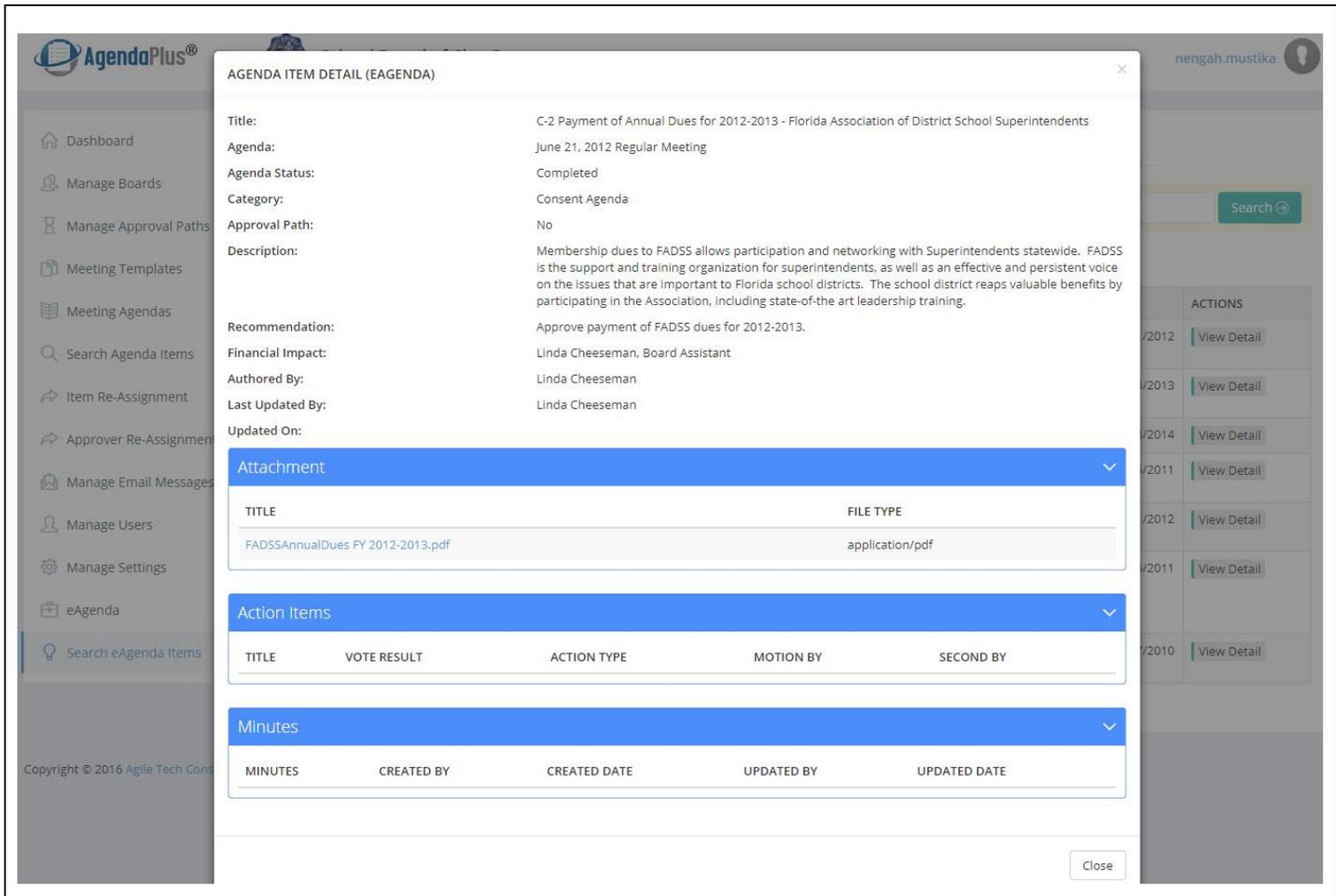


Figure 45: Agenda Item Detail (eAgenda)

11. SYSTEM REQUIREMENTS

The AgendaPlus software was written using the latest Microsoft .NET Framework, MVC pattern in C#, HTML5, CSS3, and jQuery/JavaScript library. The product installation and server maintenance should be simple because it is not dependent on any third-party components. The following are the system requirements for AgendaPlus:

- A Web browser interface will be adequate for all users
- Internet Explorer 9, 10, 11 or MS Edge, Safari, Mozilla Firefox, Google Chrome will be used to access the application
- Windows Server 2012 or later
- .NET Framework 4.5
- Internet Information Server (IIS) 7.0 or later
- SQL Server 2012 or later

D. IMPLEMENTATION APPROACH & PROJECT MANAGEMENT

1. IMPLEMENTATION APPROACH

Agile Tech approaches all software development projects following a proven SCRUM methodology. SCRUM is an agile or light-weight software development methodology that encompasses planning and implementing Information Technology Engagements used across all of AgendaPlus Service Offerings (application development, application maintenance, package implementation, and package integration) It identifies the sequence of four major software development lifecycle phases. The agile methodology enables the selection of specific processes and activities to be incorporated into the project lifecycle based upon the solution objectives and the project's critical path. The agile also provides for advanced warning of pitfalls for each incremental gate and area of delivery, and it encourages the engagement team to plan for later phases by identifying next steps and mitigating risk based on best practices. Figure 36 shows the four major software development lifecycle phases and their associated activities for each phase.

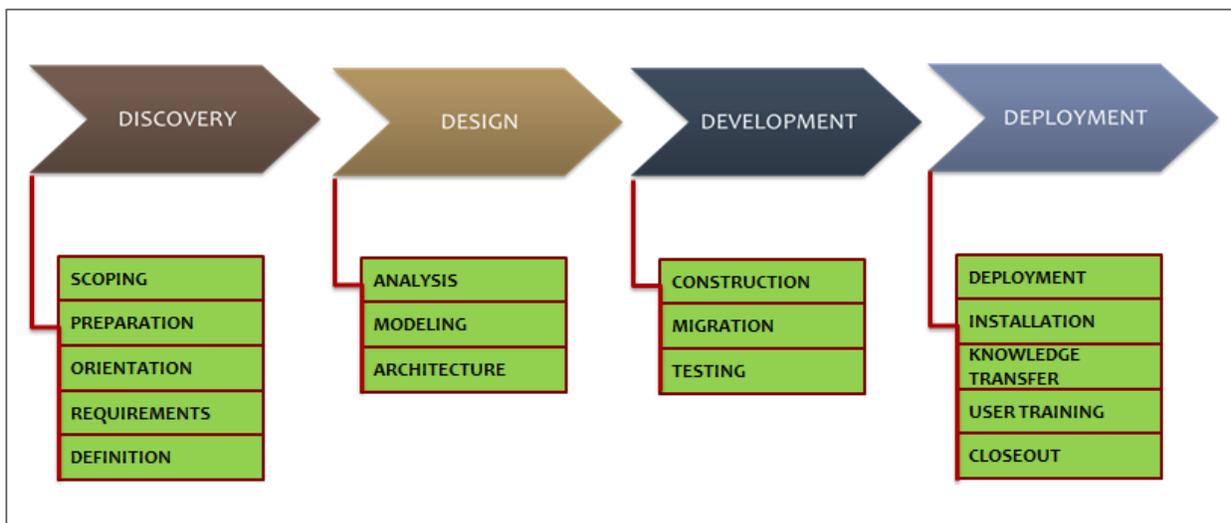


Figure 46: Agile Tech Software Methodology

Discovery Phase

Discovery is a crucial phase when the project team identifies and documents the client's requirements, setting the stage for successful delivery. In this phase, the functionality, overall scope, and the steps where features will be individually developed, tested, and deployed are discussed and agreed upon. This phase is generally comprised of the following set of activities:

- Scoping the project
- Preparation
- Orientation
- Requirements Definition.

Design Phase

During the Design phase, the project team builds on the requirements gathered in the Discovery phase by analyzing the requirements and designing the solution. Depending on the solution, the team may create detailed designs of new business processes, system architecture, data stores, application programs, data-loading processes, or other solution-specific components. These designs are internally reviewed for quality and completeness, and any changes to the requirements or assumptions made during Discovery are incorporated before reviewing the designs with the client, as appropriate. Solution design activities generally include:

- Analysis
- Modeling
- Architecture.

Construction Phase

The purpose of the Development phase is to build and test the solution that has been designed. This phase is conducted in conjunction with the customer's business and technical staff to ensure that consensus is gained on each deliverable.

- Construction
- Migration
- Testing.

Deployment Phase

The Deployment phase begins with the final roll-out of the solution and ends with ownership transition of the solution to the client. The project team and the client will have agreed upon the acceptance criteria for the solution delivery. Therefore, this phase mainly addresses the mechanics of deploying the solution and ensuring the client is prepared to take ownership, including the following activities:

- Installation
- Implementation
- Knowledge Transfer
- User Training & Close out.

2. PROJECT MANAGEMENT

The implementation of the AgendaPlus application is projected to be completed in about five weeks from the start date. This timeline is dependent on the data supply and readiness of the School Board with its user and roles, and approval paths (process outline of agenda items submission).

| Phase | Timeline | Note |
|--|--|--|
| Initiate and Kick Off | 1 day | Discuss and set expectations for the system setup - to go live. |
| Environment Setup | 3 days (depending on the readiness of the school board) | Work with the school board's IT staff to prepare the Web and database servers for the installation of AgendaPlus. Configure IIS, email server, etc. |
| Development (Standard Customization) | 5 days | Create DB scripts and deploy the database with necessary seed data. Provide 40 hours of custom development. Deploy the Web application to the Web server. |
| Development – eAgenda integration with AgendaPlus (optional) | 15 days | Agile Tech offers integration of eAgenda with AgendaPlus. This development can be done outside of the regular schedule – it can be done after the initial deployment. |
| Users Setup | 2 day | Agile Tech will help the Sarasota County Schools to setup the user community and assign roles accordingly. |
| Workflow/Approval Path Setup and Meeting Templates | 5 days | Agile Tech will assist the Sarasota County Schools to setup its approval paths and meeting templates for the AgendaPlus system. |
| Training | 3 days | Agile Tech will provide 3 days of training for the Sarasota County Schools. |
| Go-Live | 1 day | The Board Assistant will be able to create his/her first agenda; notification will be sent to Items Authors to add new items. |
| | | |

E. AGENDAPLUS SOFTWARE FEE & PRICING

LICENSE AND SUPPORT FEES

License Fees

The list price of the AgendaPlus product is \$35,000 with \$5,000 yearly maintenance fee. However, per our discussion during the AgendaPlus initial demo on February 15th, 2018, Agile Tech offers Sarasota County Schools a discount package of 31% plus customization detailed in the second table, below. Sarasota County School will be paying a total of **\$24,000** for AgendaPlus system.

Professional Services:

| Items | Cost |
|---|-----------------|
| AgendaPlus software license, with 31.4% discount. | \$24,000 |
| TOTAL | \$24,000 |

Solution Customization and Optional Service Offerings:

| Items | Cost |
|---|-------------------------------|
| Standard Solution Customization (up to one week / 40 hours of development time) | Free (\$3,600 value) |
| Process Mapping including Users setup, approval paths, and initial meeting template setup. | Free (\$3,600 value) |
| Customized User Documentation/User Guide for all roles | Free |
| Instructor-Led Training (2-day onsite training) | Free (\$2,000 value) |
| eAgenda integration with AgendaPlus (about 3 weeks development efforts). | Free (\$10,800 value) |
| Customization Fees (beyond AgendaPlus' standard solution customization and eAgenda integration) | Time & Materials at \$90/hour |
| TOTAL | \$0.00 |

Ongoing Support and Maintenance:

| Items | Cost |
|--|---------|
| Annual Maintenance Support (after 1 st year of installation). | \$5,000 |

F. EXPERIENCE & QUALIFICATIONS

Agile Tech is an IT consulting firm that provides innovative software development and technology consultancy services. The firm was established in 2013 and started by strong Software Engineers with the support of dedicated developers and architects.

Our skills in providing cutting-edge technologies offer visibility into all your assets and resources. Let our experts provide you with IT guidance, management, and support; allowing you to rise above the implementation details and concentrate your energy on the success of your business.

The following are brief biography of Agile Tech's leadership team:

Nengah Mustika (President)

Nengah is responsible for leading the development and execution of the Company's long term strategy. He has more than 15 years of experience in software development and software architect. In these roles, he provided a wide range of consulting services to national corporations, as well as the state government.

Nengah holds a Master of Science in Computer Information Science from University of North Florida, a Bachelor of Science with double major in Computer Science and Business Administration from Shepherd University in West Virginia.

He is a Microsoft Certified Professional Developer (MCPD .NET 4), Microsoft Certified Technology Specialist (MCTS .NET 2.0), both developing and implementing web, server and desktop applications with C#.NET, MCTS in MOSS 2007 Implementation and Configuration, and CompTia N+ and A+ certified.

Nengah and the rest of our team provide service that reflect our years of experience and expertise.

Mark Vickers (Product Director)

Mark is a Communications Consultant with 24 years of corporate IT experience including all phases of software design, development, and implementation. Mark's supports the AgendaPlus end user testing process as well as marketing and product demonstration.

He provides focus on usability and sharing the capabilities of AgendaPlus with school boards who are looking for a more efficient way to manage their agenda and meeting process.

Besides focusing on technologies for the past twenty two years, Mark is also a Communications Consultant focused on helping clients achieving Excellence through improved communication and speaking skills.

Anh Huynh (Technical Lead)

Anh has more than 15 years of experience in software engineer. She holds a Master's in Computer Science from University of North Florida.

Prior joining Agile Tech, Anh worked with large corporations like Price Water Cooper (PWC), CSX, and MPS Group as software engineer and technical lead. With these companies, she

provided a wide range of consulting services to national corporations, as well as the state government.

She is a Microsoft certified professional developer for both Web and Windows applications.

Dharma Ramamurthi (Software Architect)

Dharma has over 14 years of experience in designing, developing and testing of various applications using .NET technologies and Oracle/SQL Server. He also has lead a team of developers for several years while working for the Bank of America. Dharma has worked with major financial firms globally such as Bank of America, Merrill Lynch, JP Morgan Chase, Deutsche Bank, and Credit Suisse.

Dharma holds a Bachelor of Science in Computer Science, Manonmaniam Sundaranar University in Tirunelveli, Tamil Nadu, India.

He is a Microsoft Certified Application Developer in .NET (MCAD), and holds a Project Management Professional (PMP) Certification since July of 2012.

Chidambaram Mannu (Senior Software Engineer)

Chidambaram has over 13 years of experience in development of Enterprise Applications using ASP.Net, MVC, AJAX, Web Service, WCF, Entity Framework, .Net 4.0, C#.Net, Java Script, jQuery, Knockout JS, JSON, DotNetNuke and SQL Server. Worked on various phases of the Software Development Life Cycle.

Chidambaram holds a Bachelor of Science in Computer Science, Government College of Engineering in Tirunelveli, Tamil Nadu India.