

**EXCO Teleconference**  
**March 27, 2011 at 15:00 GMT**  
**Minutes**

**NEXT MEETING: SUNDAY APRIL 10, 2011 AT 15:00 GMT**

*Actions are identified in Italics and Underline*

Attendees: Gary, Pramod, Penny, Pablo

The single agenda item for this extra EXCO meeting was **ServasOnLine – next steps**

1. Dolphin was designed as an administrative system, although hosts can update their information directly. Travel Dolphin, which is not yet implemented, is proposed to be designed to be used directly by travellers. Dolphin allows different countries to customize their data based on parameters.
2. The Drupal working prototype is being developed based on the ServasOnLine screens defined by Penny and Uwe after the May 2010 meeting in Spinea. The developer, Mathew from Russia, has also seen Dolphin and has a general understanding of what it does. The focus of the Drupal prototype is the end user of the system, not administration of financial accounts.
3. It was agreed that a Project Manager is still required. **DECISION: Pramod has graciously agreed to take the Project Manager role until October 31, 2011, unless he takes some paid employment in the meantime.**
4. It was agreed that a consulting or steering committee is still required, to act as representatives of the entire Servas user community in reviewing the systems functions. This group would work with the Project Manager and developer to ensure that the system meets the SI requirements. **DECISION: Gary will continue to work on recruiting members of this group.** Members of the committee must understand how Servas works in their country. Possible people to approach were discussed.
5. It was agreed that the system requirements need to be done with more specific detail, building on the Use Cases developed last year. There was no decision as to who will work on this aspect of the project. The Project Manager and Steering Committee would be the reviewers of the requirements. The requirements would be used by testers to do a structured test of the system.
6. A key requirement for some countries is the security of the data. It would be useful to have the 5 countries that do not have their data on Dolphin (Britain, Canada, Germany, Japan and New Zealand) agree to review this aspect of the system, so that their requirements can be also be considered in the overall goal of one world-wide system.
7. EXCO appreciates the effort that Mario has made to get a developer to complete the Traveller and Money sections of Dolphin. In particular, it is really valuable to have the design thought that Mario has done. However, the state of SI finances doesn't seem to be positive and the Drupal prototype will be available within a month. **DECISION: Inform Mario that EXCO will not approve any expenses related to further development of Dolphin at this time.**
8. It was noted that many countries are using Dolphin to maintain their host lists. This will continue until they decide to move to ServasOnLine. At any time, the Dolphin data will be able to be imported into the ServasOnLine system. Similarly, countries using other host list systems will continue to use their systems until they make the decision to move to ServasOnLine, and at that time, they will send their current data to ServasOnLine.

9. Next Steps:

- a. Action: Pramod will prepare a high level project plan
- b. Action: Gary will continue his efforts to recruit a consulting/steering committee
- c. Action: Recruit a Use Case Coordinator to coordinate the requirements
- d. Action: Ask the 5 non-Dolphin countries to review the security aspects of system, in addition to the consulting/steering committee