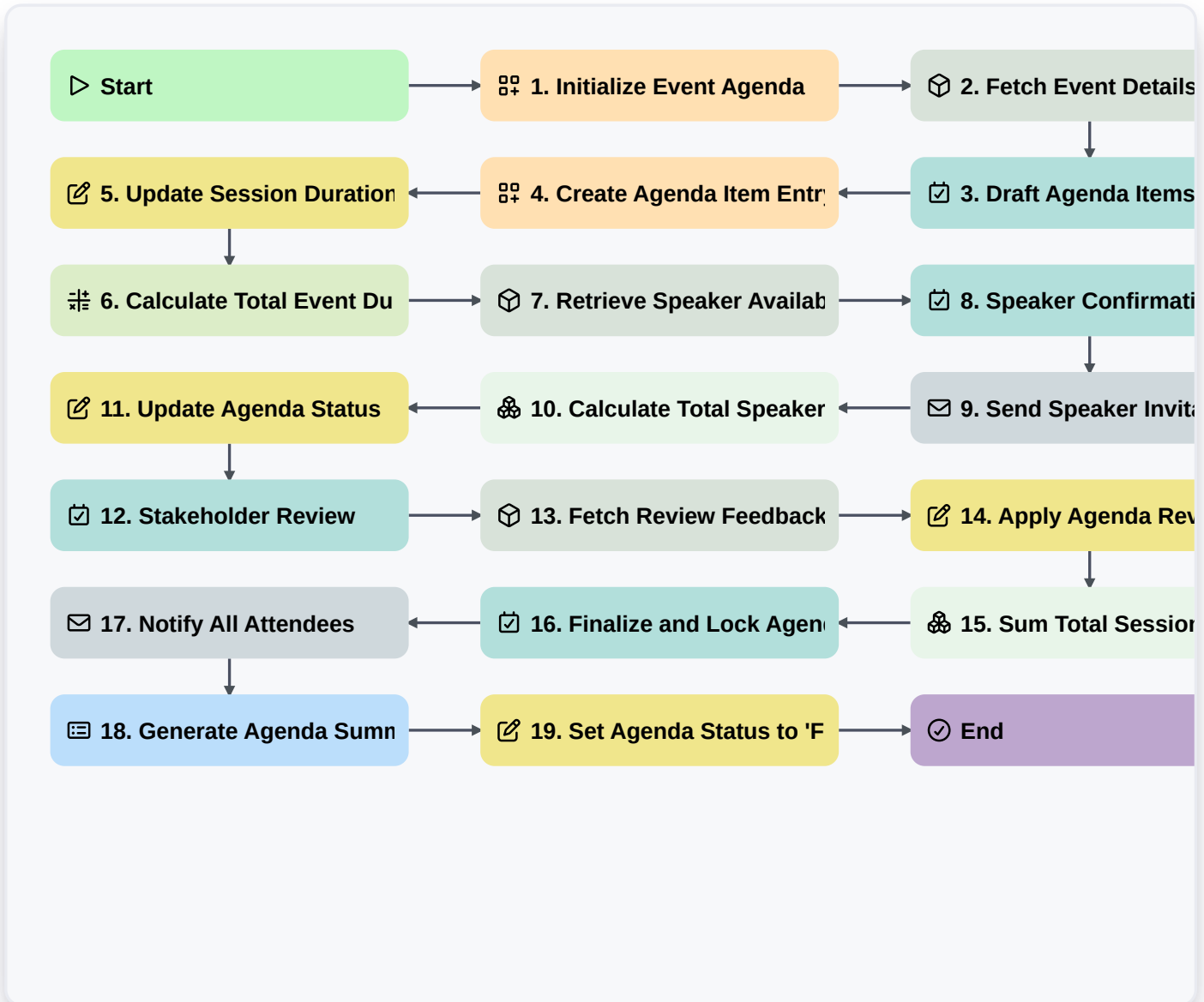


Event Program Agenda Development Workflow



▷ Start

Start of the Workflow/Process.

🛠️ 1. Initialize Event Agenda

Create a new entry in the 'Event Agenda' data model to start the development process.

📦 2. Fetch Event Details

Retrieve event metadata (Date, Venue, Theme) from the Event Data Model.

📝 3. Draft Agenda Items

Assign a task to the Event Planner to draft initial sessions, speakers, and time slots.

🛠️ 4. Create Agenda Item Entry

Create individual entries in the 'Agenda Items' data model for each planned session.

✍️ 5. Update Session Duration

Update the 'End Time' of agenda items based on the 'Start Time' and 'Duration' fields.

📊 6. Calculate Total Event Duration

Calculate the total elapsed time from the first session start to the last session end.



7. Retrieve Speaker Availability

Check the 'Speaker' data model to ensure assigned speakers are available for the selected slots.

8. Speaker Confirmation Task

Create a task for the Program Coordinator to contact and confirm all listed speakers.

9. Send Speaker Invitation

Send an automated email to the speakers with their assigned time slots and session topics.

10. Calculate Total Speaker Count

Aggregate all entries in the 'Agenda Items' model to count the total number of unique speakers involved.

11. Update Agenda Status

Update the 'Event Agenda' status to 'Review Pending' once all items are drafted.

12. Stakeholder Review

Assign a task to the Event Director to review the completed agenda for logistical feasibility.

13. Fetch Review Feedback

Retrieve comments and requested changes from the Reviewer's feedback entries.

14. Apply Agenda Revisions

Update existing Agenda Item entries based on the feedback retrieved.

15. Sum Total Session Time

Sum the duration of all agenda items to ensure they fit within the allocated event window.

16. Finalize and Lock Agenda

Create a task to perform the final quality check and lock the agenda from further edits.

17. Notify All Attendees

Send the final approved agenda to all registered attendees via email.

18. Generate Agenda Summary Report

Create a PDF/Printable report summarizing the full schedule, speakers, and logistics for the event.

19. Set Agenda Status to 'Finalized'

Update the 'Event Agenda' record status to 'Finalized' and archive the draft.

End

End of the Workflow/Process.