SynergySoft

Meeting Scheduler System Vision

Version 1.0

Team Members

Name	Email	Phone	Student ID
Animesh Roy	animesh.roy@student.utdallas.edu	214-663-1692	115-37-626
Shivdas Nair	shivdas.nair@student.utdallas.edu	214-621-6340	113-53-600
Arvind Raghavan	Axl081000@utdallas.edu	214-208-8251	114-38-073
Kavan Shah	kavan.shah@student.utdallas.edu	858-603-2118	115-62-225
Varun Garg	varungarg@student.utdallas.edu	214-676-6081	111-65-450
Srikrishna Srinivasan	sxs073500@utdallas.edu	214-676-7583	111-85-177
Varshada Buchake	vab081000@utdallas.edu	214-300-9285	114-69-897

Team URL:

http://utdallas.edu/~vxg074000/ARE/

Under the guidance of

Dr. Lawrence Chung

Revision History

Date	Version	Description	Author
11/07/2008	0.1	Preliminary Version of Meeting Scheduler System	L. Arvind
11/17/2008	0.2	Updated with the Features and Constraints of the system	Varshada, Shivdas, Kavan

Table of Contents

Vision

1. Introduction

1.1 Purpose

The purpose of this document is to collect, analyze and define high level needs and features of Meeting Scheduler System. It focuses on the capabilities needed by the stakeholders and the target users, and why these needs exist. The details of how the Meeting Scheduler System fulfills these needs are detailed in the use case and supplementary specifications.

1.2 Scope

This vision document applies to Meeting Scheduler System which will developed by SynergySoft Inc. The system will be mainly used for scheduling meetings by taking the initiator's set as well as participants' preference set of dates as input and use them to generate a list of date /time on which most of the participants agree to attend the meeting. The system will be developed as a web based application as it has to cater the needs of distributed clients.

1.3 Definitions, Acronyms, and Abbreviations

- MSS: Meeting Scheduler System
- Preference set: A set of dates on which participants would prefer the meeting to take place
- Date range: a time interval established by the meeting initiator during which he would like the meeting to occur
- Freeze time: A period of 1 hour before the earliest of the dates specified in the date range.
- Virtual meeting: A meeting held via teleconferencing.

1.4 References

- Some part of this document refers to the following document: https://www.utdallas.edu/~chung/RE/vision-doc-UTDCS-17-04.pdf

2. Positioning

2.1 Business Opportunity

Current procedure for meeting scheduling involves numerous interactions amongst meeting attendees and incurring higher cost in terms of time and effort. The availability of an efficient system to organize meeting stands as concrete proposition in context to current market sphere. The system may allow a patron to organize a meeting with additional functionality to talk terms over participant expectations for resources and location flexibility. As a whole, the system offers efficient scheduling of a meeting.

2.2 Problem Statement

The problem of	Scheduling meetings manually.
Affects	Employees of an organization/enterprise.
the impact of which is	Uncertainty and delay in scheduling meetings.
a successful solution would be	A flexible cost effective system that can be easily used by the employees to initiate or participate in meetings. The product would encompass features which would allow the initiator to suggest a date for a meeting and find out which of the possible participants (or how many participants) can make it to that time. If a consensus is not reached, then a method of negotiations has to be provided.

2.3 Product Position Statement

For	Employees of an organization/enterprise.
Who	Needs to schedule meetings with minimum delay and minimized conflicts.
SynergySoft Meeting Scheduler System	Is a web based software product.
That	Provides the ability to Schedule meetings with minimum conflicts and minimal interactions using the initiator's proposed date-time set along with potential participants' preference set as input for generating a list of date/time pairs that are agreeable to most of the participants. ➢ Enable scheduling of virtual meetings. ➢ Perform negotiations if a consensus on the meeting date-time is not reached.
Unlike	Current meeting scheduler systems that do not provide proper support for virtual meetings and renegotiation activity to arrive at a consensus on meeting date.
Our product	Schedules meetings, provides administrator view for managing rooms and participant list. The system is web based catering to the needs of clients who work in a distributed environment.

3. Stakeholder and User Descriptions

3.1 Market Demographics

SynergySoft Inc. intends to develop a featured application to support scheduling of a meeting. This application has potential usability for easing the process of meeting arrangement. Initially, the system shall be developed for an enterprise for meeting scheduling.

In an enterprise, meetings are frequent and involve a lot of overheads in its arrangement. Availability of meeting scheduler eases the scheduling process and hikes productivity in terms of time and work. The market holds many such systems and SynergySoft Inc. intends to outdo existing systems. To achieve this goal and attract the industry the system should be simple, user friendly and easy to learn. The process for scheduling a meeting should involve minimal user interactions. The above should be considered for designing and implementing system.

3.2 Stakeholder Summary

Non User Stakeholder

Name	Description	Responsibilities
System Analyst	This is a stakeholder that works with another stakeholder to gather their needs	Responsible for the elicitation process and business modeling activities thereby outlining the basic functionalities of system.
Requirement Specifier	This is a stakeholder that has the responsibility to correctly translate the needs/requests into requirements suitable for design	Responsible for elaborating one or more aspects of requirements so as to provide clear picture of the system to be developed. This person is also responsible for resolving any ambiguities in the user-requirements.
Technical Reviewer	This stakeholder is involved in the review process on regular basis during development	This role is mainly concerned with technical review of the project artifacts and providing timely feedback about the artifacts after being reviewed.
Software Architect	This is a stakeholder that leads the software development activity	This role is concerned with the software architecture and the key decisions that constrain the design and development of the system.

3.3 User Summary

Name	Description	Responsibilities	Stakeholder
Employee	Primary End user of the system	Initiate new meeting request , view existing meeting results, renegotiate the existing meeting, notify invitees, view meeting invites, accept or reject invites,	Self
Administrator	End user of the system	Add new rooms, view room information, delete existing rooms , add new participants, delete participant info	Self

3.4 User Environment

The MSS (Meeting Scheduler System) is a web based application; hence it can be used by the users from any place from where the internet is accessible. The system is developed using JSP/Servlets; hence the system is platform independent and can run in any machine that has JVM (Java Virtual Machine).

3.5 Stakeholder Profiles

3.5.1 Enterprise / Organization

Representative	
Description	The employees of an organization will use the system to schedule meetings. It will allow them initiate a new meeting, send meeting invites to potential participants, view new meeting invites and vote for either accepting or rejecting the meeting.
Type	The employees of the organization are assumed to have a basic level of knowledge needed to work with web based applications.
Responsibilities	Ensure that initiated meetings are scheduled with minimum conflicts and with minimal interactions. Also, ensure that when the user selects his availability for meeting or when giving its own preference set, the relevant data are recorded.
Success Criteria	Success is purely defined by the customers continuing business with using our system.
Involvement	We will have the employees of the organization to evaluate our product and gain feedback for further enhancements.
Deliverables	
Comments / Issues	

3.6 User Profiles

See Previous Section

3.7 Key Stakeholder or User Needs

Need	Priority	Concerns	Current Solution	Proposed Solutions
Secured Access	High	Secure management of meeting information and private user information.	None	Manage user access with unique user id and password.
Scalable	Moderate	Ability of the system to support a possible increase in the number of employees and/or meeting schedules.	None	Allow ample number of users to access the system simultaneously and handle large volume of requests to test server capability
Easy to use	High	Ability to provide simple and intuitive interface for accessing this web based application.	None	Provide user friendly, help guided navigation in application.
Performance	High	Ability to handle the negotiation and conflict resolution process in an efficient manner.	None	The time elapsed between the submission of a meeting request and the determination of the corresponding date is kept minimal and a lower bound is fixed between the time at which the meeting date is determined and the time at which the meeting is actually taking place.
Maintainable	High	Ability of the system to be enhanced and modified.		

3.8 Alternatives and Competition

- Microsoft Outlook
- IBM Lotus Notes

4. Product Overview

4.1 Product Perspective

The MSS is a meeting scheduler intended to be used in an enterprise. The MSS is a web based system that requires authentication for scheduling meeting. MSS being a web based application; no extra software installation is required (at the client-side of the application) to use the system. The system also sends relevant notifications and information to respective participants through emails.

4.1.1 System Interfaces

The MSS shall be a web based system; hence it shall require the internet and/or network connection for accessing the system. The customer shall also require a server for deploying MSS. The MSS shall be accessible from any place invariably according to the policy of the customer. The MSS also uses emails as a medium of communication; hence a company shall require an SMTP server or an exchange server. An enterprise shall also require a database system to store data pertaining to the MSS.

Following are required system interface for the MSS.
- Network and/or internet connection.
- Database system.
- SMTP or exchange server.

4.1.2 User Interfaces

The MSS shall be a web based system; hence the user shall be interacting with the system through a web browser.

4.1.3 Hardware Interfaces

The MSS shall not require any hardware interfaces.

4.1.4 Software Interfaces

Except for initial installations and web browser the system shall not have any software dependencies and interfaces.

4.2 Summary of Capabilities

Table 4-1 Customer Support System

Customer Benefit	Supporting Features
Updated knowledge regarding the status of each meeting	The system sends timely email notifications for a new meeting invite, confirmation of a meeting.
Support for scheduling Virtual meetings	The system allows the initiator to select the meeting location as "Virtual" in case a particular meeting does not require physical presence of the participants.
Provision for stating special equipment requirements	The system allows an active participant of a meeting to specify special equipment requests for a meeting.
Support for negotiations in case of conflicts	The system allows the initiator to carry out a round of negotiations in case of schedule conflicts.
Support for getting help when needed	The system provides a "Help" link at each web-page of the MSS. This is a context-sensitive help providing apt help notes to the user.

4.3 Assumptions and Dependencies

- MSS only aims to schedule a meeting; it is not intended to determine the priority of a participant. The initiator shall be responsible in deciding the importance of participants.
- MSS shall not keep track of time-lines or daily schedules of each user.
- Priorities of meetings shall not determined by the system. In case a more important meeting has to be scheduled at the same time as a less important meeting, the initiators of both meetings shall have to personally contact each other to resolve the issue.
- MSS, being a web based application, can be used anytime and from anywhere where there is internet access. The system can also be accessed locally via company's intranet.
- MSS completely depends on availability of network and/or internet to schedule a meeting.
- MSS assumes that each meeting location has all the required equipments in it and that there are different types of rooms each with its own set of equipments.
- The system assumes that the users shall be conversant with basic windows applications.

4.4 Cost and Pricing

TBD

4.5 Licensing and Installation

This product is a web based application and does not require any professional installation. The installation is done by deploying the web archive file in the server.

5. Product Features

5.1 Login

The end users should use their credentials to again access to the system. This is done to keep the users and meeting information secure.

5.2 Schedule Meeting

This feature allows the initiator to schedule a new meeting. The initiator enters the meeting agenda, venue and participant details, which the system takes into account for generating a new meeting request and notifying the participants.

5.3 Virtual Meeting

Using this feature, the initiator can invite participants for a virtual meeting

5.4 View Meeting Results

Using this feature, the meeting initiator can view the results of the meetings he/she has initiated and decide whether to confirm the meeting or renegotiate meeting.

5.5 Renegotiate Meeting

When the meeting initiator finds that there is a problem in fixing up a date/time pair for the meeting, he/she can use this feature to have another round of negotiation to arrive at a consensus.

5.6 View Meeting Invites

The potential participants who are invited for the meeting can view the new meeting invites and record their availability status using this feature

5.7 Provide Custom Preference Set

The participants are entitled to provide three date/time pairs of their choice if they disagree with the list given by initiator.

Following are the activities that the Administrator can do using this system:

5.8 Manage Rooms

Using this feature, the administrator can add/view/ edit/delete information about the meeting rooms

5.9 Manage Participants

Using this feature, the administrator can add/view/ edit/delete information about the participants.

6. Constraints

6.1 Security

Security for the MSS includes access control, data integrity, and data privacy. The system authenticates the user by using an identifier and password.

6.2 Usability

Easy to use. The system also provides a "Help" link on each page. This allows the user to get a context-sensitive help.

6.3 Responsiveness

The system responds quickly to user requests (like confirming a meeting, renegotiating meeting, sending meeting requests). The system confirms from the user before executing some of his/her requests.