

Synergy Distributed Meeting   
Scheduler

TEAM

**M**eeting **V**iew**P**oint

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SDMS

Version 1.2

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 11/08/2008 | 1.0 | Textual Use Case UC1, UC2 & UC3 | Hector Irizarry  Yuhan Tseng |
| 11/17/2008 | 1.1 | Use Case Diagram | Yuhan Tseng |
| 11/28/2008 | 1.2 | Re-formatting & brief description UC4-UC13 | Hector Irizarry |
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# Use cases

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| Use Case UC1: Initiate Meeting |
| Scope: Synergy Distributed Meeting Scheduler application |
| Level: User goal |
| Primary actor: User |
| Stakeholders and Interests : |
| Preconditions:   1. Initiator/Representative is known and his identity has been authenticated. |
| Post-conditions:   1. Invite has been sent to the participants. Invitation information has been saved in persistent storage. |
| Main flow :   1. Initiator/ Representative request Initiate Meeting 2. The system presents Meeting Initiation Form. 3. Initiator/Representative specifies a participant and it’s corresponding role. 4. System captures participant’s description.   Repeat 3-4 until all participants have been specified.   1. Initiator/Representative specifies meeting subject, meeting duration, date range, preferred locations (if any, equipment needs (if any, meeting message(If any) and submits. 2. The system validates Invite data, sends Invite and presents a acknowledgement indicates complete. |
| Alternative flow:  \*.a At any time, Initiator cancels task and discards.  3.a Initiator/Representative can type in participants’ e-mail address.  3.b Initiator/Representative can perform Search Participant to look up for contact info.  5.a If no participants specified.  1 Display message indicating that at least one participant is required.  2 Initiator/Representative specifies a participant.  5.b If date range is invalid.  1 Display message indicating why the date range is invalid.  2 Initiator/Representative defines date range.  5.c If no meeting subject specified  1 Display message indicating subject is missing and if the Initiator/Representative wishes to continue without it.  1.a Initiator/Representative continues submitting.  1.b Initiator/Representative specifies meeting subject.  5.d If no meeting message specified  1 Display message indicating message is missing and if the Initiator/Representative wishes to continue without it.  1.a Initiator/Representative continues submitting.  1.b Initiator/Representative specifies meeting message.  5.e If meeting duration is invalid  1 Display message indicating why the duration is invalid.  6.a If System is unable to send invite  1 Display message indicating error and presents Meeting Initiation Form. |
| Special Requirements: |
| Technology and Data Variations List: |
| Frequency of Occurrence: Continuous |
| Open issues:  Time to send invitation?  Define the minimum time unit for a meeting. |

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| Use Case UC2: Respond Meeting |
| Scope: Synergy Distributed Meeting Scheduler application |
| Level: User goal |
| Primary actor: User |
| Stakeholders and Interests : |
| Preconditions:   1. User is known and his identity has been authenticated. |
| Post-conditions:   1. Invite respond has been sent to the initiator and saved by the system. |
| Main flow :   1. Include <View Meeting> 2. Participant /Representative select a Meeting Invite. 3. The system presents Meeting Response Form. 4. Participant /Representative accepts invite, specify time sets, specify response message (if any), specify additional information according to its role (if any) and submits. 5. The system validates Response data, sends Response and presents an acknowledgement indicates that request is complete. |
| Alternative flow:  \*.a At any time, Participant /Representative cancels task and discards.  2.a If Invite is declined  1.Display message confirming action.  2. The system sends Response and presents an acknowledgement indicates that request is complete.  3.a If Participant is Active  1. Enable Request Equipment option  3.b If Participant is Important  1. Enable Select preferred location option  4.a If one time set is invalid.  1. Display message indicating why the time set is invalid.  2. Participant /Representative specify time set.  4.b If no response message specified  1 Display message indicating response message is missing and if the Participant /Representative wishes to continue without it.  2.a Participant /Representative continues submitting.  2.b Participant /Representative specifies response message.  4.c If Participant is Important and no Preference Location specified then  1. Display message indicating that Preference Location is missing and if the Participant /Representative wishes to continue without it.  2.a Participant /Representative continues submitting.  2.b Participant /Representative specifies Preference Location.  4.d If Participant is Active and no Equipment needs specified then  1. Display message indicating that Equipment needs are missing and if the Participant /Representative wishes to continue without it.  2.a Participant /Representative continues submitting.  2.b Participant /Representative specifies Equipment needs.  5.a If System is unable to send response.  1 The system displays message indicating error and presents Meeting Response Form. |
| Special Requirements: |
| Technology and Data Variations List: |
| Frequency of Occurrence: Continuous |
| Open issues:  Time to send response? |

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| Use Case UC3: View Meeting |
| Scope: Synergy Distributed Meeting Scheduler application |
| Level: User goal |
| Primary actor: User |
| Stakeholders and Interests : |
| Preconditions:   1. User is known and his identity has been authenticated. |
| Post-conditions:   1. User schedule has been retrieve from system. |
| Main flow :   1. Participant /Representative select View Meeting. 2. The system retrieves schedule data within default time range for current Participant /Representative and presents it in a list. |
| Alternative flow:  \*.a At any time, Participant /Representative cancels.  \*.b If Participant /Representative changes time interval  1. The system retrieves schedule data within specified time range for current Participant /Representative and presents it in a list. |
| Special Requirements: |
| Technology and Data Variations List: |
| Frequency of Occurrence: Continuous |
| Open issues:  Time to retrieve? |

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| Use Case UC4: Edit Personal Information |
| Brief description: User is logged in and selects “Edit My Info”. System presents the user with the form containing the editable fields of his/her information. User makes modification and selects save. System validates, saves information and presents user with a confirmation screen. User reviews info and accepts. |

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| Use Case UC5: Update Meeting Invite |
| Brief description: User is logged in and selects “Update Meeting” (Only meeting initiator can modify invite information).System presents the user with a form containing all editable fields of the meeting invite. User makes modification and selects save. System validates, saves information and presents user with a confirmation screen. User reviews info and accepts. System sends a invite to all potential participants. |

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| Use Case UC6: Assign Representative |
| Brief description: User is logged in and selects “Assign Representative”. System presents the user with the form search and selects a user as representative. User makes selection and saves. System validates, saves information and presents user with a confirmation screen. User reviews info and accepts. System sends a message to the potential representative. |

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| Use Case UC7: Confirm Meeting |
| Brief description: User is logged in and selects “Confirm Meeting” (Only meeting initiator can confirm meeting arrangements).System presents the user with the option to specify a confirmation message. User types message and selects send. System sends a confirmation message to the attendees. |

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| Use Case UC8: Negotiate Conflict |
| Brief description: User is logged in and selects “Send Negotiation Message”. System presents the User with the list of possible negotiation message templates. User makes selection. System presents the User with the list of meeting participants. User selects participant to send message and specifies custom message. System validates, saves information and presents user with a confirmation screen. User reviews info and accepts. System sends a negotiation to all participants selected. |

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| Use Case UC9: Update Response |
| Brief description: User is logged in, selects a response and “Update Response”. System presents the user with the form containing the editable fields of the response. User makes modification and selects save. System validates, saves information and presents user with a confirmation screen. User reviews info and accepts. System sends a invite to meeting initiator. |

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| Use Case UC10: Solve Meeting Conflict |
| Brief description: User is logged in and has mediator privileges. Mediator selects *“Assign Location”*. System presents the Mediator with a list of meetings in planning stage. Mediator selects meeting to assign location and selects submit. System validates, saves information and presents Mediator with a confirmation screen. Mediator reviews info and accepts. System creates associates meeting and location and sends message to the selected meeting initiator and to any competing meeting initiators. |

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| Use Case UC11: Manage User Accounts |
| Brief description: User is logged in and has administrative privileges. Admin selects create user. System presents the user with a New User Wizard. Admin specifies new user information and selects save. System validates, saves information and presents Admin with a confirmation screen. Admin reviews info and accepts. System creates record for new user. |

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| Use Case UC12: Manage Meeting Equipment |
| Brief description: User is logged in and has administrative privileges. Admin selects create equipment. System presents the user with a New Equipment Wizard. Admin specifies new equipment information and selects save. System validates, saves information and presents Admin with a confirmation screen. Admin reviews info and accepts. System creates record for new equipment. |

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| Use Case UC13: Manage Meeting Locations |
| Brief description: User is logged in and has administrative privileges. Admin selects create location. System presents the user with a New Location Wizard. Admin specifies new Location information and selects save. System validates, saves information and presents Admin with a confirmation screen. Admin reviews info and accepts. System creates record for new location. |

# Use Case Diagram

