

## G.1 - Use Cases

### Organizer Desired Features

#### Create Meeting Schedule

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. None
- Exit Criteria
  - a. A new meeting schedule is created and displayed
- Flow of Events
  - a. Organizer requests to create a meeting schedule for a particular date range, time range, and time slot duration
  - b. Scheduler creates the new schedule for the given parameters and displays it

#### Open Time Slot

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. A meeting schedule must be selected and the selected time slot must be closed
- Exit Criteria
  - a. The selected time slot is opened
- Flow of Events
  - a. Organizer requests to open a particular time slot
  - b. Scheduler sets that time slot as open and updates the display

#### Close Time Slot

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. A meeting schedule must be selected and the selected time slot must be open
- Exit Criteria
  - a. The selected time slot is closed
- Flow of Events
  - a. Organizer requests to close a particular time slot
  - b. Scheduler sets that time slot as closed and updates the display

### **Open All Time Slots at Particular Time**

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. A meeting schedule must be selected and the selected time must be in it
- Exit Criteria
  - a. All time slots at the chosen time are open
- Flow of Events
  - a. Organizer requests to open all time slots at a particular time
  - b. Scheduler sets all time slots at that time to open and updates the display

### **Close All Time Slots at Particular Time**

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. A meeting schedule must be selected and the selected time must be in it
- Exit Criteria
  - a. All time slots at the chosen time are closed
- Flow of Events
  - a. Organizer requests to close all time slots at a particular time
  - b. Scheduler sets all time slots at that time to closed and updates the display

### **Open All Time Slots On Particular Day**

- Participating Actors
  - a. Initiated by Organizer
- Entry Condition
  - a. A meeting schedule must be selected and the selected day must be in it
- Exit Criteria
  - a. All of the time slots on the indicated day are opened
- Flow of Events
  - a. Organizer makes a request to the Scheduler to open all time slots on the indicated day
  - b. Scheduler opens any closed time slot on the indicated day and updates the display

### **Close All Time Slots on Particular Day**

- Participating Actors: Initiated by Organizer
- Entry Condition: A meeting schedule must be selected and the selected day must be in it
- Exit Criteria

- a. All time slots on the indicated day are closed
- Flow of Events
  - a. Organizer makes a request to the Scheduler to close all time slots on the indicated day
  - b. Scheduler closes the time slots on the indicated day and updates the display

### **Cancel Meeting**

- Participating Actors: Initiated by Organizer
- Entry Condition: A meeting is selected
- Exit Criteria
  - a. The selected meeting is canceled
- Flow of Events
  - a. Organizer makes a request to the Scheduler to cancel the selected meeting
  - b. Scheduler removes the selected meeting and updates the display

### **View Weekly Schedule**

- Participating Actors: Initiated by Organizer
- Entry Condition: None
- Exit Criteria:
  - a. An updated schedule of the week is displayed to the Organizer
- Flow of Events
  - a. Organizer makes a request to the Scheduler to view the weekly schedule
  - b. Scheduler retrieves the schedule for the week and updates the display

### **Inform Participants**

- Participating Actors: Initiated by Organizer
- Entry Condition: A meeting has been selected
- Exit Criteria
  - a. Participants are notified of the details of the meeting
- Flow of Events
  - a. Organizer makes a request to the Scheduler to notify all participants of the selected meeting
  - b. Scheduler sends a notification to all participants of the selected meeting, returns a confirmation note, and updates the display

### **Extend Start Date**

- Participating Actors: Initiated by Organizer

- Entry Condition: A schedule is already created
- Exit Criteria: The available starting date for the desired schedule is extended and is displayed
- Flow of Events
  - a. Organizer makes a request to the scheduler to extend the starting date of the selected meeting
  - b. Scheduler moves the ending date to the new desired date and updates the display

### **Extend Ending Date**

- Participating Actors: Initiated by Organizer
- Entry Condition: A schedule is already created
- Exit Criteria: The available ending date for the desired schedule is extended and is displayed
- Flow of Events
  - a. Organizer makes a request to the scheduler to extend the ending date of the selected meeting
  - b. Scheduler moves the ending date to the new desired date and updates the display

### **Delete Schedule**

- Participating Actors: Initiated by Organizer
- Entry Condition: A schedule has been selected
- Exit Criteria: The selected schedule is deleted
- Flow of Events
  - a. Organizer makes a request to the scheduler to delete the selected schedule
  - b. Scheduler deletes the desired schedule and updates the display

## **Participant Desired Features**

### **Show Weekly Schedule**

- Participating Actors: Initiated by Participant
- Entry Condition: None
- Exit Criteria:
  - a. An updated schedule of the week is displayed
- Flow of Events
  - a. Participant makes a request to the Scheduler to view the weekly schedule
  - b. Scheduler retrieves the schedule for the week and updates the display

## **Create Meeting**

- Participating Actors: Initiated by Participant
- Entry Condition: A time slot has been selected
- Exit Criteria: A meeting has been created for the selected time slot
- Flow of Events
  - a. Participant requests to create a meeting for the selected time slot
  - b. Scheduler responds by creating a meeting for the selected time slot and updates the display

## **Cancel Meeting**

- Participating Actors: Initiated by Participant
- Entry Condition
  - a. At least one meeting is currently scheduled
  - b. Participant scheduled the meeting that they are canceling
- Exit Criteria
  - a. A previously scheduled meeting is removed
- Flow of Events
  - a. Participant makes a request to cancel an already scheduled meeting
  - b. Scheduler removes meeting from planner and updates the display

## **View Available Times**

- Participating Actors: Initiated by Participant
- Entry Condition: A schedule is selected
- Exit Criteria
  - a. A list of available times is shown that may be reduced by specific filter
- Flow of Events
  - a. Participant makes a request to view list of available times and chooses filter for reduce list
  - b. Scheduler reduces list of available times, shows available times, and updates the display

## **System Administrator Feature**

### **Retrieve Schedules**

- Participating Actors: Initiated by Administrator
- Entry Condition: None
- Exit Criteria
  - a. A list of schedules created in a certain time frame are shown
- Flow of Events

- a. Administrator makes a request to view list of schedules made in certain time frame
- b. Scheduler retrieves all schedules created in that time frame and displays them

### **Delete Schedules**

- Participating Actors: Initiated by Administrator
- Entry Condition: Administrator has retrieved schedules
- Exit Criteria
  - a. Scheduler has deleted schedules in specified time frame
- Flow of Events
  - a. Administrator makes a request to delete schedules
  - b. Scheduler deletes schedules within time frame and updates the display