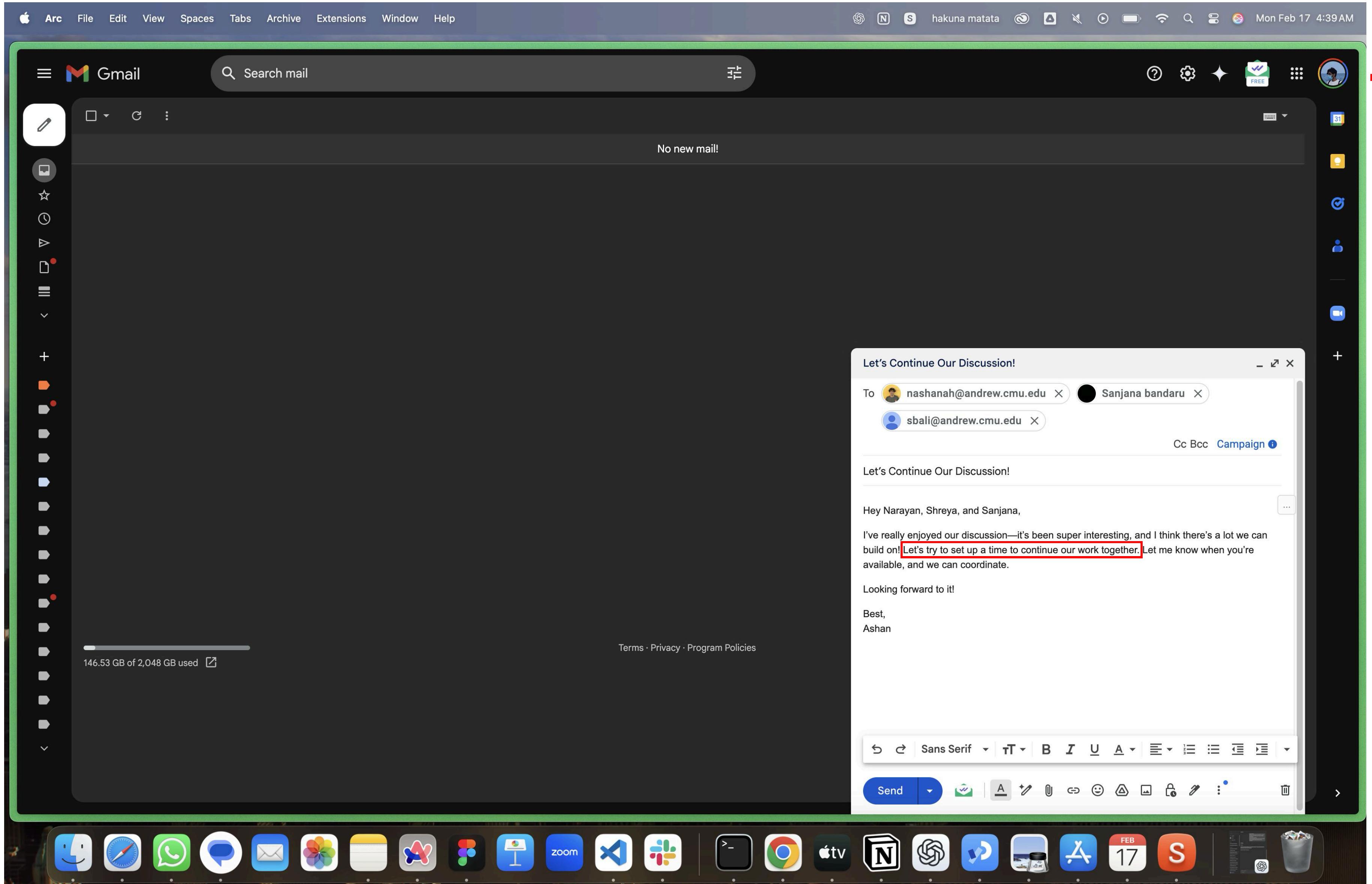


G -Mail email



Initial Meeting Request

An email is composed to schedule a meeting with several participants. The sender writes “whenever everyone is free” to highlight ambiguity and reliance on replies, causing planning delays and inefficiencies.

G -Mail reply

x3

A screenshot of a Gmail inbox window. The window title is "G -Mail reply". In the top right corner, there is a red circle containing the text "x3", which is also highlighted by a red arrow pointing from the left side of the window. The main content area shows an email titled "Re: Let's Continue Our Discussion!" from "Narayan Ashanahalli". The email body contains the following text:

Sounds great! I'm free from 1:30–3:00 PM on Wednesdays and Fridays. Let me know what works for everyone!
Looking forward to it.

Best,
Narayan

On Mon, Feb 17, 2025 at 4:40AM Narayan Ashanahalli <narayan.ashanahalli@gmail.com> wrote:

Hey Narayan, Shreya, and Sanjana,

I've really enjoyed our discussion—it's been super interesting, and I think there's a lot we can build on! Let's try to set up a time to continue our work together. Let me know when you're available, and we can coordinate.

Looking forward to it!

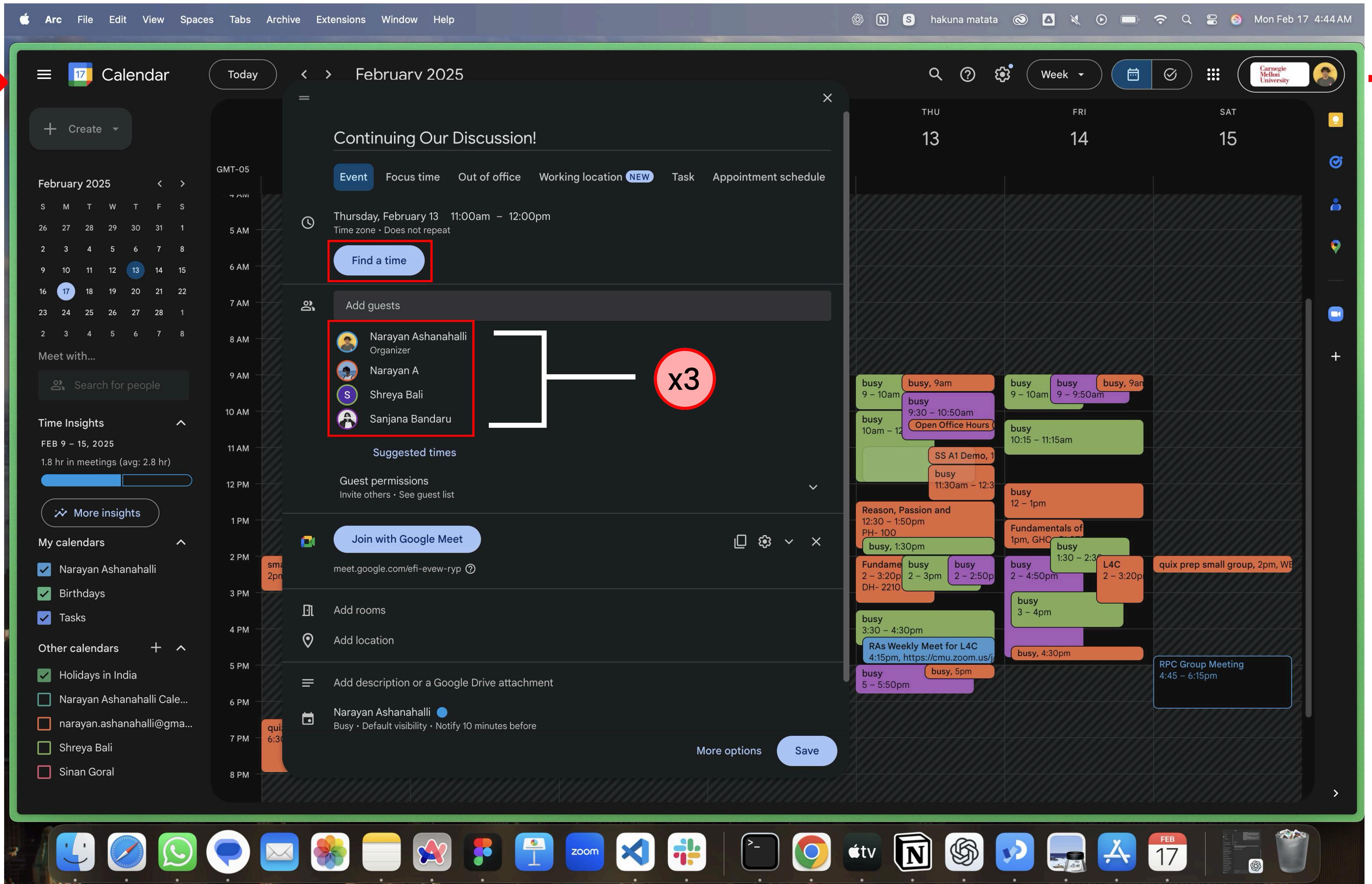
Best,
Ashan

At the bottom of the email, there are three buttons: "Friday works for me too.", "Works for me too.", and "All of those times work for me.". Below the email, there are standard reply and forward buttons, along with a smiley face icon.

Delayed Responses

Multiple recipients reply with their available times, forcing the organizer to wait and manually compile each individual response. This fragmented process delays scheduling and adds significant complexity to group meetings.

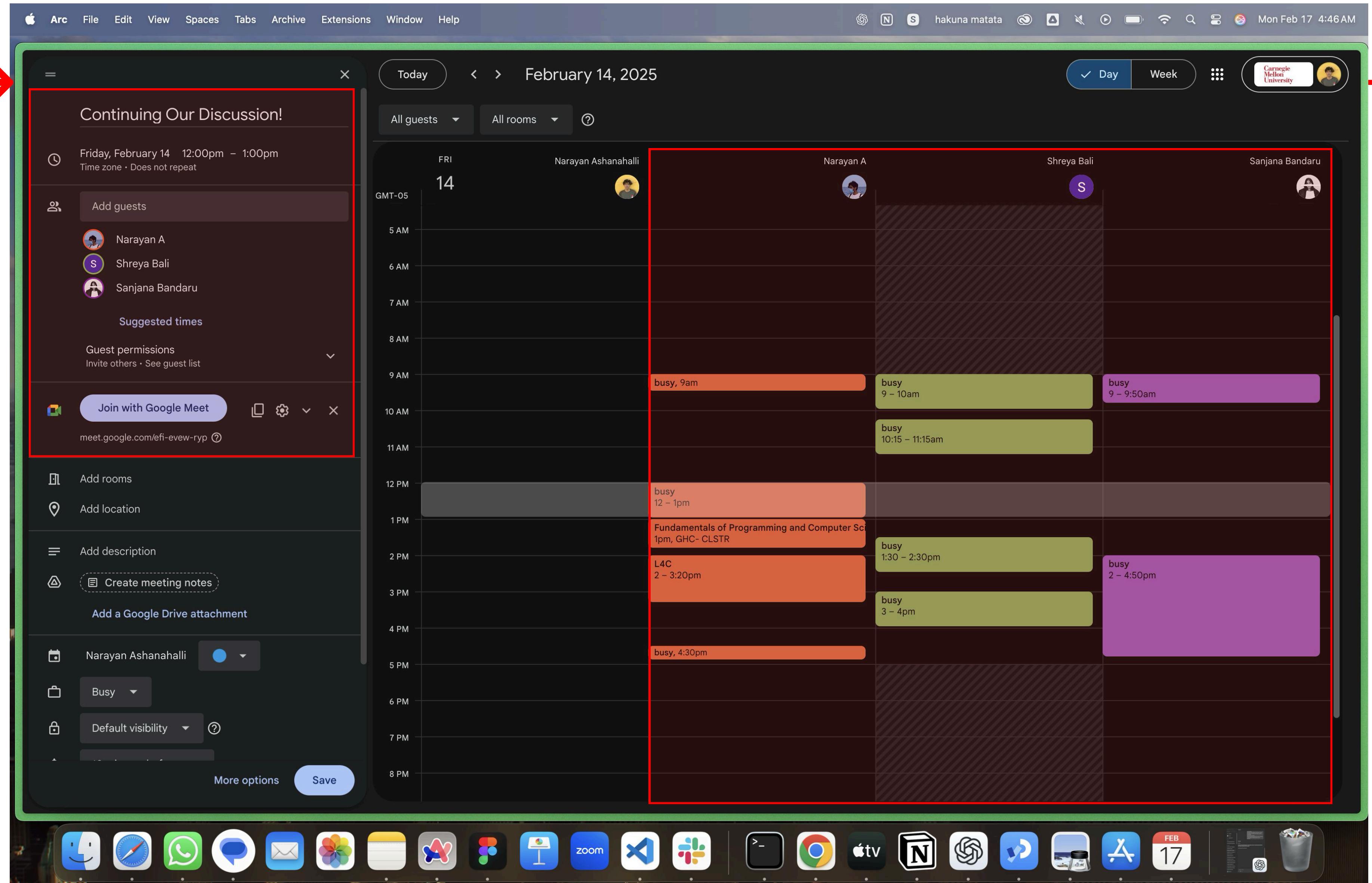
G -Calendar



Manual Calendar Setup

After multiple responses, the organizer creates a Google Calendar event and manually adds guests. The "Find a Time" feature displays availabilities, yet the process demands a review to finalize scheduling.

G -Mail find a time



Review and Finalization

When the “Find a Time” feature is activated, a schedule view appears. The organizer must analyze availability, select an optimal meeting slot, and enter event details to complete the setup.