Trace3 - Meeting Management Tool

BUDT748 Industry Practicum - Group 1

Draft User Interface and Functional Test Plan Review

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#### Core Functionality

##### Primary Features

* + User Credentials Verification & Addition (Strategic Initiatives Team)
  + Celery Jobs with APScheduler to pull data for authorized users and projects from meeting platforms (Zoom, MS Teams, WebEx)
  + Population of data on the dashboard (KPIs and tables) based on predefined metrics / logic / tables (user, project, stakeholder, meeting, meeting platform, meeting attendance)
  + Infer insights and make data-driven decisions from the meeting management tool dashboard data

##### Backend Integration

* + Security - authorized user access via email authentication
  + Reliability - prototype will be scalable for a large user base
  + Tech stack heavily relies on Django:
    - DRF (Django Rest Framework) - token based OOTB authentication allowing secure, sessionless communication for APIs
    - Swagger - providing secure, interactive API documentation
    - Celery - task processing across multiple workers, which can be distributed across different servers, supporting high concurrency & horizontal scaling
    - Supporting object-level permissions, which are customized to restrict access to specific objects based on user roles or conditions
    - Django ORM - to handle database queries which help prevent SQL Injection attacks by parameterizing queries automatically

##### UI/UX Elements

* + Tabs (or a nested navigation) to switch between views for Project, Stakeholder and Meeting
  + Filters based on Project Status (Completed / In Progress / Scheduled), Date Range (Calendar) & other criteria
  + Checkboxes for selection of Stakeholder names, Project names, Department Codes, and other criteria
  + Usability can be improved upon based on the feedback received from the client and the initial UAT (User Acceptance Testing) where SI team members will get hands-on experience of the prototype before final delivery

#### Use Cases

##### Main Use Cases

* + Optimizing Stakeholder Time Commitment
    - Develop a solution to gather meeting activity on projects tracked by the Strategic Initiatives team.
    - Avoid burdening stakeholders who have multiple high-priority commitments.
  + Efficient Meeting Data Collection
    - Design a streamlined system to automate data storage, processing and retrieval for meetings & participants.
  + Visualization of Metrics & Analytics
    - Dashboard with insightful metrics, KPIs and analytics.
    - Enabling informed decision-making & efficient project resource scheduling.

##### User Inputs

* + Since the prototype is that of an analytics dashboard, no user inputs will be taken
  + The user is expected to enter the login credentials, pull API data and view KPIs and tables based on filters on the dashboard.

##### Expected Outputs

* + Projects View Dashboard
  + Stakeholders View Dashboard
  + Meetings View Dashboard

#### Visual Representation

