Functional Requirements

Functionality	Description	Sub-Functionality	Example
Chat	General chat function allow users to communicate with each other	Voice chat	• A user should be able to send a direct message (including text, image, audio) to another specific user selected. • A user establishes a voice call with another.
Email	Exchange of emails between users	N/A	• A user composes a message and send to another user in this system.
Notification	A notification should be sent to users when they receive a new message or any changes occurs	N/A	• User A receives a text from B, and A is able to see a the icon of the product on browser tab is blinking, indicating there is a new message • User A receives a email regarding changes to the policy of the product
Meeting organisation	Function that allows user to create, manage meetings	• Send email invitation to participants	• Andy creates a meeting scheduled on 5pm 16/08/2021, and selected Alice, Bob and Eve as participants. Emails are sent to them consequently • Andy should be able to update meeting time, participant list, delete meeting. All changes made should be sent to participants as email messages
Custom notes	Allow users to add custom notes to others as key-value pairs		• User A has B in his contact, A wishes to add more information about B on top of what he already has (Name, email and organisation). A records B's phone number by adding a new tag "phone number" and set content as "0412345678"in B's profile contained in A's contact book (can only be seen by A)
Export contact	Allow users to export contacts as CSV files and store them locally		• A saves B's profile on his own device as "B.csv"
Search	Search for a user by choices (name, email, organisations)	Search for chat content (optional)	• A wishes to add his friend B to his contact, he put B's full name and the page returned B's profile