Virtual Assistant Project 1 — Scheduling & Calendar Management

Overview: This project focuses on automating scheduling and calendar tasks. It allows professionals and businesses to manage appointments, reminders, and meetings seamlessly across multiple time zones.

Tools & Technologies:

- Google Calendar API
- Microsoft Outlook API
- Zapier
- Notion
- Slack Integration

Workflow:

1. User requests appointment via form/chat
2. System checks calendar availability
3. Confirms slot with both parties
4. Sends automatic reminder
5. Reschedules if conflicts arise

Expected Impact:

Reduces time spent on scheduling, prevents double-booking, and improves productivity.