

Situation:

- 50% of the developers have become ill and are off work for the next 2 weeks (a full sprint).
- Our new sprint velocity considering these team absences is 10 story points.

## EPF MVP Scope v2.0

Work Item Type	Parent Item	MVP Scope	Title	Priority (MoSCoW)	T-Shirt Size	Story Points	Justification
							<p>As we have limited velocity for the next sprint (10 days) but are committed to the EPF MVP launch date, we must focus our scope strategically.</p> <p>As outlined in Part 1, the EPF MVP is built around two core promises to improve meeting security:            Promise 1: Participant Roles and their Permissions            Promise 2: Meeting Access Control - enabling meeting creators to control who can join a meeting</p> <p>Given our capacity constraint and the effort required per feature, we are only able to fully implement either Epic 1 or Epic 2 before launch.</p> <p><b>Decision: Build Epic 2 – Meeting Access Control</b></p> <p><b>Rationale:</b>            While both promises are critical, the risk of unauthorized participants joining meetings outweighs that of unauthorized screen-sharing.            In fact, we have received clear customer signals, including churn risk and active evaluation of competitor platforms, specifically due to "Zoom Bombing".</p> <p>To support our decision, we used a Weighted Scoring model alongside MoSCoW and T-shirt sizing. The results reinforced our focus:</p> <p>Weighted Scoring Model</p> <ul style="list-style-type: none"> <li>• Stop unauthorized access = 50%</li> <li>• Stop unauthorized screen-sharing = 40%</li> <li>• System logic, validation, and feedback = 10%</li> </ul> <p>Epic 2 scored highest against these priorities, aligns with urgent customer needs, and fits exactly within our sprint capacity (2 Medium stories = 10 days).</p>
<b>Epic 2</b>	Please link to Initiative	Yes	Meeting Access Control			10	
User Story 2.1	Epic 2	Yes	As a meeting creator, I want to select from access levels (Open, SYNC-only, Invited, Invited + 2FA) so that I can restrict access appropriately.	Must	M	5	
User Story 2.2	Epic 2	Yes	As a meeting creator, I want uninvited participants to be denied access when the meeting access level requires it, so that security is maintained.	Must	M	5	
<b>Epic 1</b>	Please link to Initiative	No	Role-Based Meeting Permissions			7	
User Story 1.1	Epic 1	No	As a meeting creator, I want to assign roles (Host, Co-host, Presenter, Viewer) when scheduling a meeting so that participants have appropriate permissions.	Must	M	5	
User Story 1.2	Epic 1	No	As a meeting participant, I want my role permissions applied automatically when I join so that my actions match my assigned (screen sharing, presentation or view only) role.	Must	S	2	

<b>Epic 3</b>	Please link to Initiative	No	System Logic, Validation, and Feedback				
User Story 3.1	Epic 3	No	As a product manager, I want to track usage metrics of role and access settings, so that I can evaluate adoption and impact against our security KPIs.	Must	S	2	
User Story 3.2	Epic 3	No	As a meeting creator, I want to share quick feedback on the new role and access settings from within the app, so SYNC can improve the feature based on real usage.	Should	M	5	
User Story 3.3	Epic 3	No	As a university IT administrator, I want the system to log who scheduled each meeting and what role/access settings were configured, so that we can ensure compliance with institutional policies.	Should	M	5	
User Story 3.4	Epic 3	No	As a meeting creator, I want to validate participant emails as internal or external so that access rules are correctly applied.	Could	S	2	
<b>Epic 4</b>		No	Join Request Management				
User Story 4.1	Epic 4	No	As an uninvited participant, I want to be able to trigger a join request so that I can ask for access to a meeting.				
User Story 4.2	Epic 4	No	As a host, I want to receive and review join requests so that I can manually allow participants if appropriate.				
User Story 4.3	Epic 4	No	As a host, I want to see requester details (e.g., department, role, email) so that I can make informed decisions.				
<b>Epic 5</b>		No	Live Role Management				
User Story 5.1	Epic 5	No	As a host, I want to change participant roles during the meeting so that I can adapt to changing needs.				
User Story 5.2	Epic 5	No	As a co-host, I want to upgrade someone's role to host if the original host is absent so that the meeting can continue smoothly.				
<b>Epic 6</b>		No	Admin Policy Management				
User Story 6.1	Epic 6	No	As an admin, I want to define default access policies for all meetings so that organizational standards are enforced.				
User Story 6.2	Epic 6	No	As an admin, I want to create role templates based on organization type so that meeting creators follow consistent practices.				
<b>Epic 7</b>		No	Alerts & Communication Tools				
User Story 7.1	Epic 7	No	As a host, I want to receive alerts when someone requests to join so that I can respond in real time.				
User Story 7.2	Epic 7	No	As a host, I want to message a requester directly before accepting or declining so that I can clarify their identity or purpose.				
User Story 7.3	Epic 7	No	As a meeting host, I want to see a short live video stream from a join requester (if their camera is enabled), So that I can visually verify their identity before accepting them into the meeting.				