EPF MVP Scope v1.0

Work Item Type	Parent Item	MVP Scope	Title	Acceptance Criteria	Priority (MoSCoW)	Rationale	T-Shirt Size	Rational
Epic 1	Please link to Initiative	Yes	Role-Based Meeting Permissions					
User Story 1.1	Epic 1	Yes	**New (intent focused)** As organized Max (meeting creator), I want to define how each participant can engage & act during a meeting, so that I can maintain structure and control over the session. **OLD (implementation focused)** As a meeting creator, I want to assign roles (Host, Co-host, Presenter, Viewer) when scheduling a meeting so that participants have appropriate permissions.	• A dropdown is available for each invitee to assign one of four roles. • Role definitions are accessible via tooltip or help icon. • Host can assign any role except "Meeting Creator." • Assigned roles persist in confirmation and meeting setup summary.	Must	This EPF feature is part 1 of our core promise to increase meeting security. It's essential to ensure participants have proper permissions from the start, directly impacting both meeting security and user control.	M	Creation of roles, modifiying the invite flow,
User Story 1.2	Epic 1	Yes	**New (intent focused)** As Tight Jordan (meeting participant), I want to understand what I can and can't do in a meeting, so that I can participate confidently and appropriately. **OLD (implementation focused)** 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.	• Participants inherit their assigned role at join time without user action. • Viewers cannot unmute, share, or interact. • Presenters can share screen and unmute, but not manage others. • Co-hosts and Hosts have full access to participant controls. • Role-based access is enforced client-side and server-side.	Must	Critical for usability and minimizing confusion. Also helps prevent unauthorized actions.	S	This is a UI/display task with minimal backend work.
Epic 2	Please link to Initiative	Yes	Meeting Access Controls					
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.	• Access setting dropdown with four predefined levels is available during scheduling. • "Invited only" is selected by default. • If "SYNC-only" is selected, only users with verified domain emails can join. • If "2FA" is enabled, a 2FA challenge is triggered before joining. • Selected access settings are stored and enforced at join time.	Must	This feature is part 2 of our core promise to increase meeting security. It is foundational for managing meeting access and aligns directly with our security focus. This stops "Zoom Bombing" and addresses directly the number one churn reason of Academic & Government users.	M	FE and BE task.
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.	• When the access level is "Invited only" or "Invited + 2FA," unlisted participants are blocked. • Blocked participants receive a clear, customizable denial message. • Attempted joins are logged for audit. • System does not notify the host in MVP (reserved for future join request logic).	Must	This feature enforces access control at runtime and keeps uninvited participants out. It is critical to fulfilling EPF's meeting security promise.	M	
Epic 3	Please link to Initiative	Yes	System Logic, Validation, and Feedback					
User Story 3.1	Epic 3	Yes	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.	• Each meeting record logs selected access level and assigned roles. • System tracks the % of meetings using role/access settings. • Logged metrics are queryable via internal dashboards or logs.	Must	Essential for validating whether key security features are being adopted. Supports KPI tracking and ongoing product improvement aligned with EPF's goals.	S	Involves passive logging and basic metric tracking, likely using existing analytics.
User Story 3.2	Epic 3	Yes	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.	• A lightweight, optional feedback prompt appears after scheduling a meeting with role/access settings. • Users can rate the experience (e.g., 1 - 5 stars). • An optional text box allows for quick qualitative input. • Submissions are logged with user ID, meeting ID, and timestamp. • Feedback is stored securely and accessible for internal review. • Prompt shows only once per user/session to avoid disruption.	Should	Valuable for collecting early insights and refining features, but not essential for meeting security.	M	
User Story 3.3	Epic 3	Yes	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.	• Each meeting has a creator ID, timestamp, and IP. • Role and access settings are stored in the audit log. • Audit log is accessible by authorized admin users (MVP: logged, not yet surfaced).	Should	Supports audit and compliance needs, especially important in education & governemtn contexts.	M	
User Story 3.4	Epic 3	Yes	As a meeting creator, I want to validate participant emails as internal or external so that access rules are correctly applied.	• System checks the domain of each entered email in real time. • Internal participants are tagged as "SYNC users" visually. • Invalid or external domains trigger an informational warning when "SYNC only" is selected.	Could	Improves accuracy and trust in access settings, supporting security enforcement. Helpful for user experience, but not essential for core MVP functionality.	S	

Epic 4		No	Join Request Management	Goal: Let uninvited participants request access to meetings.					
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.						
Epic 5		No	Live Role Management	Goal: Enable role switching during meetings.					
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.						
Epic 6		No	Admin Policy Management	Goal: Let org admins define default permissions and policies					
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.						
Epic 7		No	Alerts & Communication Tools	Goal: Provide real-time feedback and comms around join requests.					
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.						