Video Conference Scenarios

**Note**: The create conference form, on the date input, defaults to now, but it has the option to enter a specific date – see scenario #3.

**Note**: The terms “meeting and video conference” are used throughout the document interchangeably

## Scenario #1 On-Demand Video Conference (2 Participants)

**Mary** and **Bob** want to use the video conferencing feature of the Collaborative Platform as a way to collaborate on the project effectively. Mary decides to be the moderator, i.e., the person who initiates the call or initiator. **Mary** clicks the Video Conference link on the navigation bar, which redirects her to the videoconference-scheduling page, where she has the option to create, join, see, update and delete videoconferences. By selecting the create action, she is redirected to a form, where she enters the meeting subject, notes and **Bob’s** email address as the only allowed participant. After **Mary** clicks the create button, the system validates the entered information and schedules a new videoconference. Also, the system sends an email notification to **Bob** letting him know that a meeting has been scheduled and its details, including the link to join. By going to the videoconference-scheduling page, **Bob** and **Mary** can see the videoconference link and the join button.

Exceptions: Bob email address is invalid or unrecognized by the system in which case the System will notify Mary.

## Scenario #2 On-Demand Video Conference (Many Participants)

**Mary** and **Bob** want to use the video conferencing feature of the Collaborative Platform as a way to collaborate on the project effectively. While the rest of the team plans to schedule a videoconference, **Michael** is unaware of the situation. Mary decides to be the moderator, i.e., the person who initiates the call or initiator. **Mary** clicks the Video Conference link on the navigation bar, which redirects her to the videoconference-scheduling page, where she has the option to create, join, see, update and delete videoconferences. By selecting the create action, she is redirected to a form, where she enters the meeting subject, notes and **Bob’s** and **Michael** email address as the only allowed participants. After **Mary** clicks the create button, the system validates the entered information and schedules a new videoconference. Also, the system sends an email notification to **Bob** and **Michael** letting him know that a meeting has been scheduled and its details including the link to join. By going to the videoconference-scheduling page, **Bob**, **Michael** and **Mary** can see the videoconference link and the join button.

## Scenario #3 Schedule Video Conference Ahead of Time (Many Participants)

**Mary** and **Bob** want to use the video conferencing feature of the Collaborative Platform as a way to collaborate on the project effectively. While the rest of the team plans to schedule a videoconference, **Michael** is unaware of the situation. Mary decides to be the moderator, i.e., the person who initiates the call or initiator. **Mary** clicks the Video Conference link on the navigation bar, which redirects her to the videoconference-scheduling page, where she has the option to create, join, see, update and delete videoconferences. By selecting the create action, she is redirected to a form, where she enters the meeting subject, notes, the date and time and **Bob’s** and **Michael** email address as the only allowed participants. After **Mary** clicks the create button, the system validates the entered information and schedules a new videoconference. Also, the system sends an email notification to **Bob** and **Michael** letting him know that a meeting has been scheduled and its details. By going to the videoconference-scheduling page, **Bob**, **Michael** and **Mary** can see the videoconference link and the join button.

## Scenario #4 Schedule Video Conference From Ticket (2 Participants)

**Bob**, a mentee, has created a new ticket with a Java Question, which **Alex,** a Java domain mentor, sees. One of the actions **Alex** the mentor can take is to schedule a videoconference straight from the ticket. By doing so, **Alex** clicks the schedule videoconference from the ticket and is redirected to a form where he just needs to insert 3 possible date and times for the meeting and optionally he could invite more people. The system will validate the dates and send Bob an email to select one those possible appointment dates (3 links). Once Bob select on one of the links, the system will schedule the meeting. Also, the system will send an email notification to **Bob** and **Michael** letting him know that a meeting has been scheduled and its details. By going to the videoconference-scheduling page, **Bo and Alex** can now see videoconference link and the join button.

## Scenario #5 Add Participant Inside Video Conference Room

**Bob** and **Mary**, two mentees on the same project, have successfully scheduled a videoconference on the collaborative platform and both have joined the videoconference room. However, they have forgotten to invite **Michael**, a team member. Since the meeting has just started they do not have the option to reschedule it in order to add **Michael** to the call. **Mary** decides to invite Michael inside the videoconference room through the “Add People to Call” button. She proceeds by clicking the button and popup panel will allow her to enter **Michael** email address. After she clicks ok, the system will list Michael as one of the meeting participants and inform him through an email about the meeting details, including the join url.