

## Use Case Header

<b>Use Case Name:</b>	Schedule Meeting		
<b>Use Case Name:</b>	TEEM.UC.004	<b>Version No:</b>	4.3
<b>Created by:</b>	TEAM	<b>On (date):</b>	23-08-'23
<b>Last Update by:</b>	MIHIR	<b>On (date):</b>	04-10-'23
<b>Goal:</b>	Allow a User, acting as a Meeting Organizer, to schedule a new meeting within a workspace on the TEEM application.		
<b>Description:</b>	This use case outlines the process by which a User, acting as a Meet Organizer, creates a new meeting within a workspace on the TEEM application. The meeting allows for effective collaboration and scheduling among team members, clients, and collaborators.		
<b>Primary Actor:</b>	User (Meet Organizer)		
<b>Secondary Actor:</b>	Users (Team members, Clients, Collaborators), Calendar Service (External Service), Notification Service, Email Service and DataBase		
<b>Trigger:</b>	The User selects the "Schedule Meet" option within a workspace on the TEEM application.		

## Use Case Body

### Pre-Conditions:

- The User is logged into the TEEM application.
- A workspace exists within the TEEM application.
- The User has access to a valid workspace on which he wants to schedule a meeting.

### Main Flow:

1. The User selects a specific workspace within the TEEM dashboard where they want to schedule a meeting.
2. The TEEM application displays the selected workspace, providing options to schedule a meeting.
3. The User, acting as a Meet Organizer, initiates the "Schedule Meet" process within the Workspace dashboard on the TEEM application.
4. The TEEM application presents a meeting scheduling form to the User.
5. The User fills out the meeting scheduling form, providing the following information:
  - a. Meeting Title (required)
  - b. Date and Time (required)
  - c. Duration (optional)
  - d. Venue (optional)
  - e. Agenda (optional)
  - f. Invitees (Team Members, clients, Collaborators) (optional)
6. The TEEM application validates the provided information, the format and the completeness.
  1. Verify the list of Invitees.
  2. Validate the date and time for scheduling conflicts.

	<p>7. The TEEM application schedules the meeting within the workspace if the provided information is valid.</p> <p>8. The TEEM application sends a request to the Database to save the newly scheduled meeting, including its details and the list of invitees.</p> <p>9. The Database stores the meeting information.</p> <p>10. The Notification Service sends interactive notifications to all Invitees, including meeting details and options to accept, decline, or propose a reschedule.</p> <p>11. The User receives a confirmation message that the meeting has been successfully scheduled.</p>
<b>Alternate Flow:</b>	<p>6.0.1. If the provided information is invalid or incomplete, the TEEM application displays an error message and prompts the User to correct the information.</p> <p>6.1.1. The TEEM application checks if any listed invitees are not workspace members...</p> <p>6.1.1.a. If Non-member invitees are found, the TEEM application prompts the User with a message asking if they want to remove these invitees from the meeting or drop this process.</p> <p>6.1.1.b. If the User selects "Remove" Non-member invitees, the TEEM application ignores them and continues the further process with other invitees.</p> <p>6.1.1.c. If the User selects "cancel", then the TEEM application stops this process immediately.</p> <p>6.2.1. The TEEM application checks for any scheduling conflicts...</p> <p>6.2.1.a. If the User wants, he can update Time and try to schedule a meeting again.</p> <p>6.2.1.b. If the User selects "Force Schedule", the TEEM application ignores this issue and continues</p>

	<p>the further process with other invitees.</p> <p>6.2.1.c. If the User selects “Drop Meeting”, then the TEEM application stops this process immediately.</p> <p>10.1. If any invitees decline the meeting, then TEEM Application updates the meeting information to reflect that the Invitee has declined the meeting and removes her from the list of invitees stored in the database.</p> <p>10.2. If any invitees choose the “Reschedule Meet” option, a request to reschedule meeting is sent to the Meet Organizer via email.</p>
<b>Post-Conditions:</b>	<ul style="list-style-type: none"> <li>• A new meeting with the specified details is scheduled within the selected workspace on the TEEM application.</li> <li>• Those details are stored in the Database.</li> <li>• Notifications about the meeting are sent to all Invitees.</li> <li>• The User, the Meet Organizer, becomes the meeting administrator and can further view and manage the scheduled meeting within the workspace...</li> </ul>
<b>Assumptions:</b>	<ul style="list-style-type: none"> <li>• The TEEM application is assumed to have access to a reliable notification service for sending notifications to Invitees.</li> <li>• It is assumed that we will provide interactive notification service, including functionality like declining to join and requesting to reschedule meet.</li> <li>• All members are assumed to have shared their calendars, and we have one sync calendar as a workspace calendar.</li> </ul>