

Use Case Header

Use Case Name:	Edit Meeting Time		
Use Case Name:	TEEM.UC.009	Version No:	9.1
Created by:	TEAM	On (date):	23-08-'23
Last Update by:	DHRUV	On (date):	02-10-'23
Goal:	Allow a User, acting as a Meeting Organizer, to edit the time of a previously scheduled meeting.		
Description:	This use case outlines the steps for a meeting organizer to edit the scheduled meeting time for a project within the workspace.		
Primary Actor:	User (Meet Organizer)		
Secondary Actor:	Users (Team members, Clients, Collaborators), Calendar Service (External Service), Notification Service, Email Service and DataBase		
Trigger:	The User selects the "Edit Meet Time" option within a workspace on the TEEM application.		

Use Case Body

Pre-Conditions:

- The User is logged into the system.
- A meeting has been previously scheduled for the project.

Main Flow:

1. The User selects a specific workspace with the meeting scheduled within the TEEM dashboard where they want to edit the meeting time.
2. The TEEM application displays the selected workspace, providing options to edit the meeting time.
3. The User initiates the "Edit Meet Time" process within the Workspace dashboard on the TEEM application.
4. The TEEM application presents a form to fill in the new time details.
5. The User fills out the edit time form providing the following information:
 - a. Date and Time (required)
 - b. Duration (optional)
6. The TEEM application validates the provided information, the format and the completeness.
 - a. Validate the date and time for scheduling conflicts.
7. The TEEM application updates the meeting time within the workspace if the provided information is valid.
8. The TEEM application sends a request to the Database to update the meeting time.
9. The Database updates the meeting time.

	<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 time has been successfully updated.</p>
<p>Alternate Flow:</p>	<p>6.1 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>6.2 The TEEM application checks for any scheduling conflicts...</p> <p>6.2 a If the User wants, he can update the time and try to update the time again.</p> <p>6.2 b If the User selects "Force Schedule", the TEEM application ignores this issue and continues the further process with other invitees.</p> <p>6.2 c If the User selects "Drop Meeting", then the TEEM application stops this process immediately.</p> <p>10.1. If any invitees decline the updated time, 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>
<p>Post-Conditions:</p>	<ul style="list-style-type: none"> • The meeting time is updated within the selected workspace on the TEEM application. • Those details are stored in the Database. • Notifications about the updated time are sent to all Invitees..

Assumptions:

- The TEEM application is assumed to have access to a reliable notification service for sending notifications to Invitees.
- It is assumed that we will provide interactive notification service, including functionality like declining to join and requesting to reschedule meet.
- All members are assumed to have shared their calendars, and we have one sync calendar as a workspace calendar.