**Project Management Capstone**

**Project: - Launch and Growth of Zoom**

**Section 3. Agile Scrum Framework: -**

**Product Backlog**

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**Sprint Backlog: -**

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**User Story:**

As a meeting host, I want to utilize a waiting room feature in Zoom meetings to control participant access and ensure a secure and organized meeting environment.

**Acceptance Criteria:**

1. **Enable/Disable Option:**
   * As a meeting host, I should have the ability to enable or disable the waiting room feature for a specific Zoom meeting.
2. **Customization of Waiting Room Message:**
   * The meeting host should be able to customize the message displayed to participants when they enter the waiting room, providing relevant instructions or information.
3. **Automatic Waiting Room Activation:**
   * The waiting room should automatically activate when the meeting starts, and participants should be placed in the waiting room until the host admits them.
4. **Admit Participants Individually or All at Once:**
   * The meeting host should have the option to admit participants individually or admit all waiting participants at once, providing flexibility and efficiency.
5. **Notification for Participants in the Waiting Room:**
   * Participants in the waiting room should receive a clear notification indicating that they are in the waiting room and providing any necessary information or instructions.
6. **Host Controls in the Waiting Room:**
   * The host should have controls within the waiting room to view the list of participants waiting, see their profile information, and take actions such as admitting, removing, or sending messages to participants.
7. **Documentation and Training:**

* Provide clear documentation and training materials for meeting hosts on how to use the waiting room feature effectively, ensuring a smooth adoption process.

**Section 4: - Risk Plan**

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