

# 1) User (Employee)

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**Who:** Any normal User.

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- Use cases:**
- **Join Rooms.**
    - Access rooms they are invited to.
    - View room members.
  
  - **Chat in Rooms**
    - Send and receive messages.
    - Participate in secure discussions.
  
  - **Share Files**
    - Upload files inside room.
    - Download shared files.
  
  - **View Calendar & Meetings**
    - See scheduled meetings and events.
    - Join meetings at the scheduled times.
  
  - **View Profile & Notifications**
    - View personal info.
    - Received meeting and room notification.
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## 2) Admin

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**Who:** A team lead or system owner who manages collaboration spaces.

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**Use cases:**

- **Manage Rooms**
    - Create rooms.
    - Rename rooms.
    - Delete rooms.
    - View room info.
  
  - **Manage Users (Teams)**
    - Add users to the platform.
    - Assign users to rooms.
    - Remove users from rooms.
  
  - **Manage Meetings & Events**
    - Create meetings and events.
    - Edit or delete meetings.
    - Invite users or groups.
  
  - **Manage Files**
    - Upload, organize, and delete files.
    - Control file access per room.
  
  - **System Settings**
    - Upload organization logo.
    - Change theme colors.
    - Manage basic platform settings.
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