

1) User (Employee)

Who: Any normal User.

- Use cases:**
- **Join Rooms.**
 - Access rooms they are invited to.
 - View room members.
 - **Chat in Rooms**
 - Send and receive messages.
 - Paarticipate 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

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

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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