Login Page

Easy Meeting

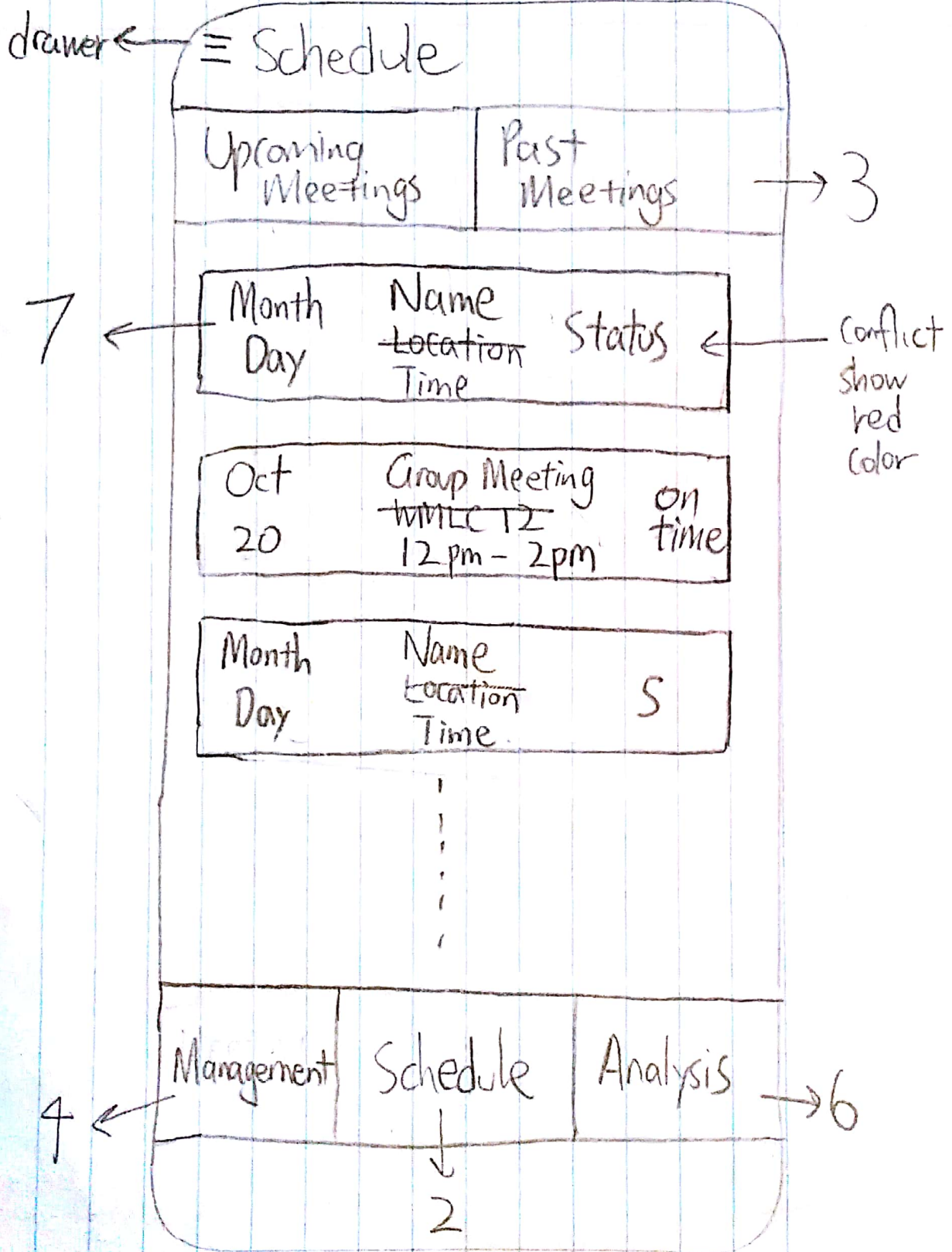Username

Password

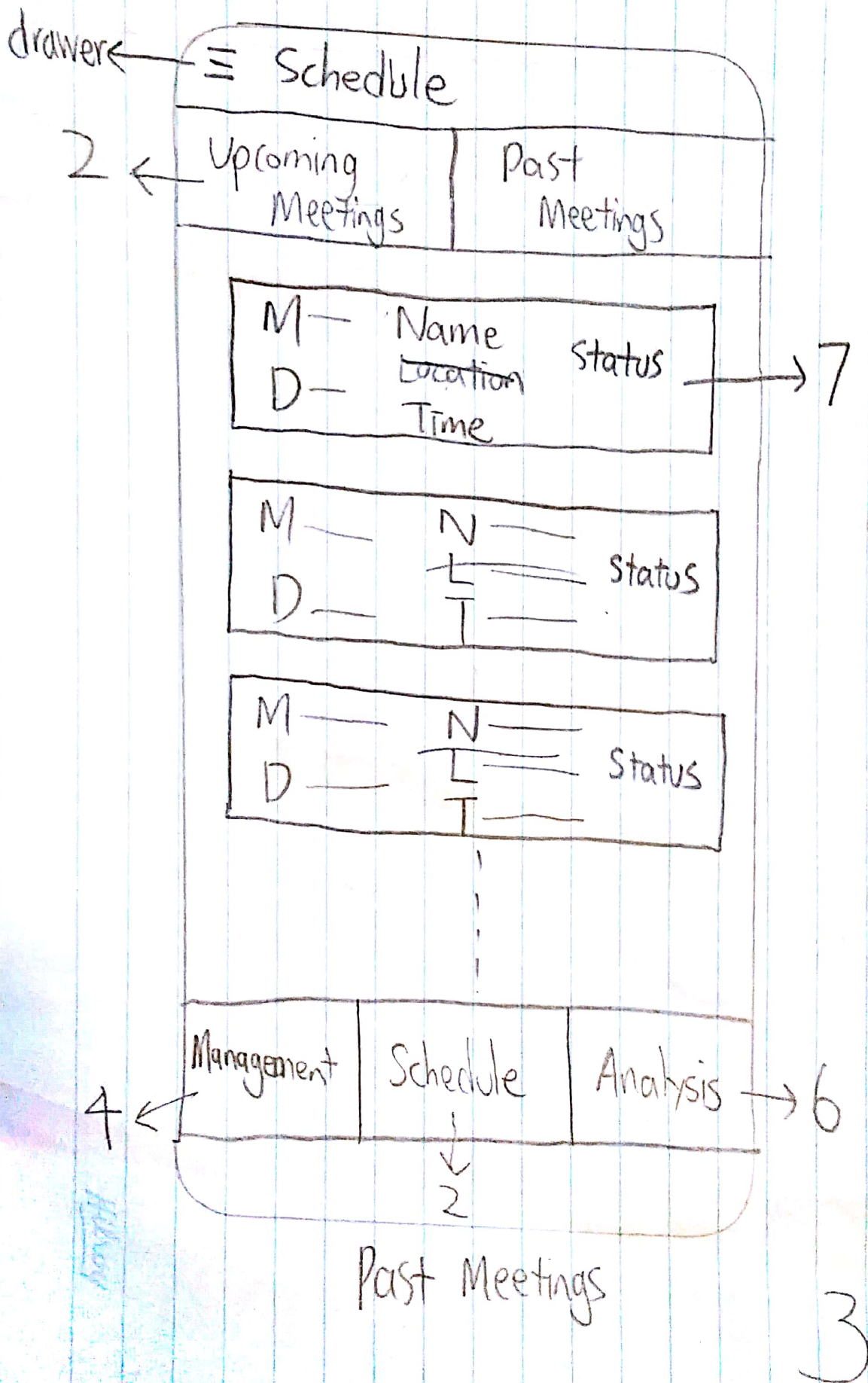[Login] ————————→ 2

1

Main Page (Schedule)

drawer ← ☰ Schedule

| Upcoming Meetings | Past Meetings | → 3 |

7 ←

| Month Day | Name ~~Location~~ Time | Status ← | — Conflict show red color |

| Oct 20 | Group Meeting ~~MMLC T2~~ 12 pm – 2pm | on time |

| Month Day | Name ~~Location~~ Time | S |

⋮

| Management | Schedule | Analysis | → 6 |

4 ←

↓ 2

Upcoming meetings

2

Schedule

drawer← ☰ Schedule

2 ← Upcoming Meetings | Past Meetings

M— Name
D— Location   Status
Time → 7

M— N—
D— L—   Status
T—

M— N—
D— L—   Status
T—

Management | Schedule | Analysis → 6
4 ←
↓
2

Past Meetings

3

Drawer

User's Name
Organization Name

| Help |

| Sign Out |

drawer

Management

drawer ← ☰ Meeting Management

Upcoming	Past

| Month Day | Name ~~Location~~ Time | Status | → 8 |

| Oct 20 | Team Meeting ~~WMLC 12~~ 12pm – 2pm | ontime |

(+) → 5

| M | S | A |
| 4 ← | 2 | → 6 |

4

Create Meeting

drawer →

☰ Create meeting

Name [   ]

Location [   ]

Time [   ] — [   ] ← slider

Attendant Group: [   ] ← dropdown

⊕ — Add group / individual

Agenda Item 1:

Length = [   ] minutes

⊖ Delete

Add Agenda Item

Create / SAVE

5

Analysis

☰ Analysis

Graph and Results

Graph and Results

M	S	A

$\downarrow$
2

6
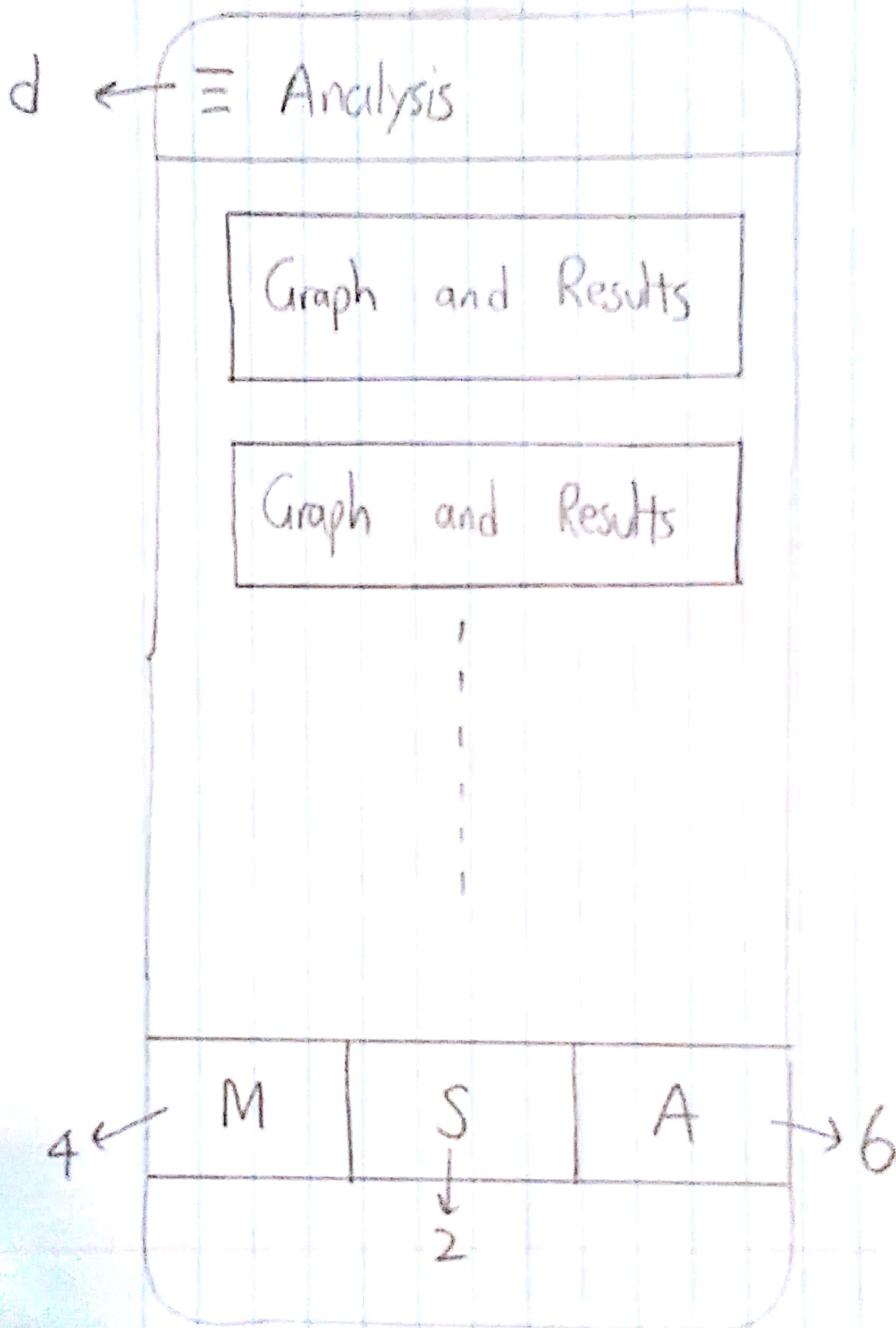
Meeting states 4rm Sche

Details

Meeting states
On-time
Cancelled
Rescheduled
Amended

≡ Meeting Details

MEETING STATUS

Name: _____

Location: _____

Date: _____

Time: _____
Meeting Host:
Attendants:

Check-in

7

check in

☰ Manage A Meeting

Checkin	Timing	Recording

Meeting Name —————

Location ————————

Time ————————

Attendants ☐ !

```
Enable/Disable
   check-in
```

M	S	A

8

Timing

Manage A Meeting

Check in	Timing	Recording

Agenda Item 1 ___ ___
_____ ___ ___
_____ ___

Start/Stop
Meeting

00:00:00
Reset

M	S	A

Recording

☰	Manage A Meeting	
C	T	R

Start / Stop

00:00:00

audio	delete
	upload

:

M	S	A