

TARGET AUDIENCE

Our target audience are professional organizations with a team or departmental structure where formal team or departmental meetings are carried out; with a meeting size no bigger than 30 individuals. Our target audience is comprised of individuals comfortable with mobile devices. They appreciate the need for time management and more efficient meetings.

FUNCTIONALITIES

Basic Functions:

Login Functionality

Users login to the app—using their organisation email addresses and system passwords—to set up meetings, join meetings, or view meeting arrangements. Users' login information are obtained from their organization's database. The app will be granted a limited access to the company's database to obtain company employee information such as emails, departments, and teams. Similar to how Brightspace gets student info from the universities. Meetings can be created based on departments or other ancillary teams.

Create meeting

Users can create a meeting item in the application and set the participant group, all the people in that group will be able to see the meeting item in their own application. The group means, for example, the user's team or department. When creating meetings, basic information including, location, time, and duration will be required.

Schedule of past and upcoming meetings

The application will include a view of all meetings (past and upcoming separated) that pertains to the user. The user gets notification alerts for meetings that are approaching their start time. Each past meeting view will hold summary information about the meeting; including time elapsed and attendance information. Overlapping meeting times will be brought to the user's attention using UI styling highlights with more information about the corresponding overlap.

Expected functions:

Time Tracking

When users create meetings, they can make some plan about how long each agenda topic of the meeting will take. For example, Topic 1: 10 minutes. The users don't have to enter the . They will send agenda to others through their email or whatever methods they like. The agenda app only require time interval as inputs. During the meeting, the app will remind the user that time is almost up so the user can manage meeting better. The application also keeps track of how long the entire meeting took.

Attendants Check-in

The application allows attendants to check in to indicate their presence at the meeting. The meeting participants can easily see who checked in.

Audio Recording of Meeting Sessions

The application has a built-in audio recording feature, which captures the audio session of the meeting, to be stored alongside other meeting information. This is to allow for accountability, and a detailed review of the session when preparing the post meeting minutes.

Bonus functions:

History of all meetings

The app provides a view of all of a users previously attended meetings. The app also provides a history of meetings held by each departments, or teams.

Meeting habit analysis

The app analyzes the user's meeting time management habits based on historical data, and provide insights to users so they can improve their meeting time management. These are basic analysis such as percentage of meetings finished on time, average time spent on meetings, etc. The app however stores data in the database that can be used for more company wide detailed analysis.

Reward system for meeting management

To promote effective time management within the organisation, a user who creates a meeting and executes it successfully within the allotted time gets reward points linked to their profile. This will help with employee sensitisation to the value placed on company work hours.