



Use Case ID:	1		
Use Case Name:	Schedule meeting		
Created By:	Raimundas	Last Updated By:	Raimundas
Date Created:	24.09.2010	Date Last Updated:	01.10.10

Actors:	Scheduler
Description:	The scheduler executes this function when there is a need for the meeting organisation. The meeting is initiated by meeting initiator, and different participants take part in it. Before the meeting can take place it needs to be scheduled.
Trigger:	The necessity for the meeting emerges.
Preconditions:	End of the business stage, need for new planning; Unexpected even in the business processes.
Postconditions:	The meeting is scheduled: the dates are agreed between meeting participants and every participant is informed about them.
Normal Flow:	<ol style="list-style-type: none"> 1. Initiator enters the date range (in01) 2. Participant enter their date range (in02, ex01) 3. Scheduler finds agreeable date (in03) 4. Participant obtain the agreed date (in04)
Range Alternative Flows:	af1. Initiator announces about the meeting dates using other (manual, emails, postal letters, etc) means.
Exceptions:	ex01. Participants are not registered and do not have account in the Scheduler
Includes:	in01. Enter date range in02. Enter available dates in03. Find agreeable date in04. Obtain date
Priority:	1 – the highest priority, if the meeting in urgent. 3 – the medium priority if the meeting is for the normal occasion.
Frequency of Use:	4 times a month
Business Rules:	The need for the meeting - this might include the emerging event in the business process, or the end of the business stage.
Special Requirements:	All potential meeting participants shall have access to Scheduler
Assumptions:	–
Notes and Issues:	–

Use Case ID:	1.1		
Use Case Name:	Enter date range		
Created By:	Raimundas	Last Updated By:	Raimundas
Date Created:	24.09.2010	Date Last Updated:	01.10.10

Actors:	Initiator
Description:	Initiator enters the range of the suggested dates. The dates might include intervals, single dates, or combination of interval and single days.
Trigger:	The necessity for the meeting emerges.
Preconditions:	End of the business stage, need for new planning; Unexpected even in the business processes.
Postconditions:	1. The date ranges for the meeting are announced
Normal Flow:	<ol style="list-style-type: none"> 1. Initiator logs into the Scheduler (af1) 2. Initiator executes the function for date entering 3. Scheduler displays the window and fields for date range entering 4. Initiator enters date range(s) 5. Scheduler stores them in the database 6. Initiator closes the window
Range Alternative Flows:	af1. Initiator announces about the meeting dates using other (manual, emails, postal letters, etc) means.
Exceptions:	–
Includes:	–
Priority:	1 – the highest priority, if the meeting is urgent. 3 – the medium priority if the meeting is for the normal occasion.
Frequency of Use:	1 time, after being called from Schedule meeting
Business Rules:	The need for the meeting - this might include the emerging event in the business process, or the end of the business stage.
Special Requirements:	–
Assumptions:	–
Notes and Issues:	–

Use Case ID:	1.4		
Use Case Name:	Obtain date		
Created By:	Raimundas	Last Updated By:	Raimundas
Date Created:	24.09.2010	Date Last Updated:	01.10.10

Actors:	Participant
Description:	After the initiator gets the message about the meeting date, it obtains it from the system.
Trigger:	Message about the meeting date is received.
Preconditions:	Message about the meeting date is received.
Postconditions:	Meeting date is known to all participants
Normal Flow:	<ol style="list-style-type: none"> 1. Participant logs into the Scheduler 2. Participant opens the Meetings information window 3. The scheduled date is displayed in the Meeting information window 4. Participant confirms the received information
Range Alternative Flows:	—
Exceptions:	—
Includes:	—
Priority:	<p>1 – the highest priority, if the meeting is urgent.</p> <p>3 – the medium priority if the meeting is for the normal occasion.</p>
Frequency of Use:	1 time, after being called from Schedule meeting
Business Rules:	The need for the meeting - this might include the emerging event in the business process, or the end of the business stage.
Special Requirements:	—
Assumptions:	—
Notes and Issues:	—