Meeting Management System
Functional Requirements Document

Exam Application for
Appian Certified Application Designer 7.3
(ACAD)

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Table of Contents

1.0 INTRODUCTION

The Functional Requirements Document (FRD) is a formal statement of the application's functional and operational requirements. It serves as a contract between the developer and the customer for whom the system is being developed. The developers agree to deliver a system that meets all functional requirements and provides the capabilities specified in the FRD. The client agrees to find the product satisfactory if it satisfies the requirements and provides the capabilities.

The information in the FRD is solution-independent. It is a statement of what the application is to do, not of how it works. There is no commitment to a particular design.

This FRD does the following:

- Demonstrates, in terms of the business objectives and business processes, that the application provides value to the customer.
- Contains a complete set of requirements for the application.

The FRD does not do the following:

- Describe how the application provides the required capabilities.
- Describe design considerations such as computer hardware, operating system, and database design.

1.1. Project Description

The Meeting Management System (MMS) will serve as an automated management and reporting system for office meetings. MMS will bring order, visibility and accountability to work meetings. It will also provide scheduling convenience and reminders to meeting creators and attendees.

Currently, individual employees must manage meetings manually. It is incumbent on the individual meeting owners to send reminders, keep track of attendees, and send meeting summary emails. There is no executive visibility into the number of meetings being conducted, the percentage of users actually attending meetings, or the average satisfaction of meeting attendees.

With MMS, the entire meeting management process is handled online. The automation of these tasks facilitates more robust meeting reminders, check-ins, summarization, feedback and reporting on meetings.

1.1.1. Purpose

This FRD outlines the way in which MMS will meet the goals outlined above. Future changes to the system will be entered and tracked in an issue tracking system to be determined later.

1.1.2. Assumptions and Constraints

1.1.2.1. Assumptions

Assumptions, as used in this document, are characteristics of the project environment, outside the control of the developer, whose outcomes influence the success of a project. The developer should take these assumptions into account when designing the system. Assumptions associated with development of MMS are listed below:

- There are 200 users of the system with up to 100 concurrent users at any one time
- All users are located in a single geographical location.
- Users will need to access MMS both via mobile clients as well as web browsers

1.1.2.2. Constraints

Constraints, conditions outside the control of the project that limit the design alternatives, can be broadly categorized as technical and functional. The developer should take following constraints into account when designing the system:

Technical constraints:

- Compatibility with the latest version of Appian
- Compatibility with MySQL
- Usable on the Appian Mobile application
- Usable on modern web browsers such as Firefox, Chrome, Safari and Internet Explorer.

Functional constraints:

- The system provides a social collaboration view of data (News Feed) in addition to standard actions, records and reports.
- The system provides a consistent user experience for the end user across browsers and mobile platforms.

1.1.3. Interfaces to External Systems

Currently this application does not require integration with any external systems.

2.0 OPERATIONAL REQUIREMENTS

1.2. Security

System and data security are necessary to ensure data integrity and to protect sensitive information from unauthorized access. See the Functional Requirements for specific security requirements.

1.3. Audit Trail

There are no end-user audit trail requirements, but a systems administrator must be able to review the actions and data changes for a given meeting.

1.4. Data Retention

Historical meeting data should be available in MMS for 1 year.

2.0 FUNCTIONAL REQUIREMENTS

The requirements below define the minimum required functionality of the system. In situations where specific details are missing or incomplete, use judgment and common sense to complete the functionality.

Req #	Module	Requirement Description	Clarification
1.0.1	User Permissions	Any user may create a meeting.	See Appendix A for the meeting data fields
1.0.2	User Permissions	A user may only see the details of meetings they have created or to which they are invited.	
1.0.3	User Permissions	Meeting owners may take certain actions on their meeting.	See Workflow module requirements
1.0.4	User Permissions	Meeting attendees may take certain actions on their meeting.	See Workflow module requirements
1.0.5	User Permissions	Users in the Executive role may see meeting statistics.	See also Statistics module requirements
1.0.6	User Permissions	Users in the Meeting Administrator role may see all meetings in the system.	
1.0.7	User Permissions	Users in the Meeting Administrator role may take all available actions on any meeting.	See Workflow module requirements

2.0.1	User Interface	Users should be able to easily see a list of all of the meetings which theyõve scheduled.	
2.0.2	User Interface	Users should be able to easily see a list of all the meetings to which the user has been invited.	
2.0.3	User Interface	A user should be able to drill into the details about a specific meeting, including meeting data, notes and any actions the user can take on that meeting.	See Appendix B for meeting actions

3.0.1	Data	All meeting data, check-in data, and feedback data should be stored in a database.	
3.0.2	Data	All meetings will be assigned a unique identifier.	

4.0.1	Creation Workflow	Users may easily create a meeting.	See Appendix A for the data fields
4.0.2	Creation Workflow	When a meeting is created, the system will post an event to the Activity Feed announcing the meeting. The event will be visible only by the creator and meeting attendees. The event should be clearly associated with the meeting.	

Req #	Module	Requirement Description	Clarification
4.0.3	Creation Workflow	The meeting announcement post will include the meeting subject, start date/time, location, duration, description and attendees. It should also include a link to the meeting details.	
4.0.4	Creation Workflow	If the creator chose to send meeting reminders, the system will post a reminder event to the Activity Feed at the times specified. If reminder review is required, the event will be posted once the creator reviews the message.	
4.0.5	Creation Workflow	The meeting reminder will include the meeting subject, description, start date/time, duration, and location.	
4.0.6	Creation Workflow	If the creator chose to send reminders and also require reminder review, the system will send a review task to the creator before each reminder is sent (Reminder Review Task)	
4.0.7	Creation Workflow	The Reminder Review Task will display the text of the Activity Feed message post and allow the creator to edit the message before posting to the Activity Feed.	

4.1.1	Edit Workflow	The creator may edit all meeting data at any point up until the meeting start time.	This should be easily accessible from the meeting record dashboard.
4.1.2	Edit Workflow	If the meeting creator edits the meeting data, the system will post a new event to the Activity Feed indicating the meeting has changed and including all the data. The event will be visible only by the creator and meeting attendees.	
4.1.3	Edit Workflow	If the meeting creator edits the meeting data and changes the attendees, then new attendees should be able to see the meeting details and also see all future the Activity Feed messages. Users who were removed from the attendees list should not be able to see the meeting details nor any future Activity Feed posts about the meeting.	
4.1.4	Edit Workflow	If the meeting creator edits the meeting data and changes the start time, all activities whose scheduling depends on the start time should be updated to use the new start time.	
4.1.5	Edit Workflow	If the meeting creator edits the meeting data and changes when reminders should be sent, the reminders should be sent at the newly specified times.	

Req #	Module	Requirement Description	Clarification
4.2.1	Cancel Workflow	The system will allow the creator to cancel the meeting at any time up until the meeting start time. The system should confirm before cancelling.	This should be easily accessible from the meeting record dashboard.
4.2.2	Cancel Workflow	If the meeting creator cancels the meeting, the system will post a comment to the most recent Activity Feed post explaining that the meeting has been cancelled. The event will be visible only by the creator and meeting attendees.	
4.2.3	Cancel Workflow	If the meeting creator cancels the meeting, the meeting should no longer be visible for any user.	
4.3.1	Add Note Workflow	A user may add a note to any meeting to which they are invited.	This should be easily accessible from the meeting record dashboard
4.3.2	Add Note Workflow	When the user adds a note, the note will be posted as a new comment on the meetingõs latest Activity Feed post.	
4.4.1	Check-in Workflow	Five (5) minutes before the start of the meeting, the system will assign a task to each meeting attendee to check-in to the meeting (Meeting Check-In task).	This time gap should be easily configurable by non-designers.
4.4.2	Check-in Workflow	The Meeting Check-In task will display the meeting data and provide a button to check-in.	
4.4.3	Check-in Workflow	Five (5) minutes after the meeting start time, any Meeting Check-In tasks that have not been submitted will be cancelled.	This time gap should be easily configurable by non-designers.
4.5.1	Start and End Workflow	Once a meeting has started, the meeting creator and meeting attendees should be able to see which attendees have checked in (and when they checked in) and which attendees have not checked in to the meeting.	
4.5.2	Start and End Workflow	After the meeting, the system will post an event to the Activity Feed with the list of the attendees who checked in and those who did not check in.	

Req #	Module	Requirement Description	Clarification
4.6.1	Meeting Summary Workflow	After the meeting, the system will assign a task to the meeting creator to provide a meeting summary (Provide Meeting Summary task).	
4.6.2	Meeting Summary Workflow	The Provide Meeting Summary task will ask the creator to enter a summary of the meeting in a textbox. The task will expire if not completed within 2 days.	This expiration time should be easily configurable by non-designers.
4.6.3	Meeting Summary Workflow	When the Provide Meeting Summary task is completed, the system will post the summary as a new comment on the meeting's latest Activity Feed post.	

4.7.1	Meeting Feedback Workflow	After the meeting, the system will assign a task to meeting attendees who to provide feedback on the meeting (Provide Meeting Feedback task). The task should only be sent to attendees who checked-in to the meeting.	
4.7.2	Meeting Feedback Workflow	The Provide Meeting Feedback task will ask the user to enter feedback about the meeting. The task will ask the user to rank the meeting's usefulness on a scale of 1-5 and provide comments in a textbox. Both are required. The task will expire after 2 days.	This expiration time should be easily configurable by non-designers.
4.7.3	Meeting Feedback Workflow	When a Provide Meeting Feedback task is submitted by an attendee, the feedback will be posted as a new comment on the meeting's latest Activity Feed post.	

5.0.1	Social and Mobile	All Activity Feed posts that correspond to user actions should be clearly associated with the user who performed the action.	
5.0.2	Social and Mobile	All tasks should be mobile-enabled.	If a task cannot be mobile-enabled, provide justification.
5.0.3	Social and Mobile	The ability to create a new meeting should be mobile-enabled.	
5.0.4	Social and Mobile	All reports and dashboards should be mobile enabled	

6.0.1	Statistics	The system shall have the ability to display two reports: • Total Meeting Volume • Average Meeting Usefulness	

Req #	Module	Requirement Description	Clarification
6.0.2	Statistics	Only users in the Executive role should be able to view these reports.	See User Permissions module requirements
6.0.3	Statistics	The Total Meeting Volume report should display the number of meetings created each month. It should have default filters to show Last 3 Months, Last 6 Months, Last 9 Months, Last 12 Months. The filter dropdown must dynamically update the grid report below using out of the box functionality.	
6.0.4	Statistics	The Total Meeting Volume report should allow the user to select a specific month to drill down into a tabular report of all the meetings for that month. The filter dropdown must dynamically update the grid report below using out of the box functionality.	
6.0.5	Statistics	The Average Meeting Usefulness report should show a tabular report of Average Meeting Usefulness per Meeting Creator.	
6.0.6	Statistics	The Average Meeting Usefulness report should allow the user to filter the tabular data by entering part or all of a userÕs name and see only matching results.	
6.0.7	Statistics	Cancelled meetings should not be used when computing meeting statistics.	

APPENDIX A: MEETING DATA FIELDS

When creating a meeting, the following fields are necessary:

Data	Required?	Data Type	Multiple?
Subject	Yes	Text (500 chars)	
Description	Yes	Text (2000 chars)	
Start Date/Time	Yes	Date and Time	
Location	Yes	Text (500 chars)	
Duration (in minutes)	Yes	Number (Integer)	
Attendees	Yes	User	Yes
Send Reminders?	Yes	Yes/No	
When to Send Reminder(s)[1]		Date and Time	Yes
Review/Edit Reminder Before Sending?[1]		Yes/No	

[1] This item should be required if the creator chooses Yes for îSend Reminders?ò

In addition, the following information should be maintained for each meeting:

Data	Data Type	Multiple?
Unique Identifier	Number (Integer)	
Notes	Text (2000 chars)	Yes
Users who checked in and when they checked in	Custom	Yes
Post-Meeting Summary	Text (2000 chars)	
Post-Meeting Attendee Feedback	Text (2000 chars)	Yes
Post-Meeting Attendee Rating	Number (Integer)	Yes

APPENDIX B: MEETING ACTIONS

Action	Who Can Perform	Comments
Edit Meeting	Meeting Creator	Allow the user to edit all data fields
Cancel Meeting	Meeting Creator	
Add Note	Meeting Creator or Invited Attendees	