Online Event Scheduler Requirements Document

1. Introduction

Online Event Scheduler-Master's Project to be developed for the course work CSE 611 Masters Project Development under "built-by-UB-CSE611" category.

1.1 Overview

- The Online Event Scheduling is aimed at developing an application to schedule, monitor, plan and re-plan meetings to help users schedule their meetings on the go. It eliminates email and phone tag, and ensures a satisfying scheduling experience for all attendees.

- This web app also augments the reliability and enhances the usability by providing an intuitive and easily navigable user interface which in turn provides a secure ecosystem for managing a collection of individual calendars for the purposes of group scheduling and individual one-on-one meetings.

1.2 Scope of the Product

The application will be a progressive Web App built from scratch and it will have frontend, backend supported by REST APIs and databases.The following bulletin summarizes the scope of the product.

1. **Scheduling one-to-one and multi-user meetings.**
2. **Dealing effectively with overlapping events.**
3. **Providing a wide range of calendar viewing options.**
4. **Support conflict resolution.**
5. **Get reminders about the scheduled events.**

1.3 Business Case for the Product

Why is this product required?

- One stop place to handle focuses on optimal planning and scheduling of events including one on one meeting, group meetings, and polling.
- To check the schedule of a person or your own
- To save time from contacting a person regarding their availability

- To block your time for an event or meeting
- To Support meeting conflict resolution

How will it contribute to the goals of your institution?

- To provide a fully documented, public domain source code for use by other academic communities.

2. General Description

- Traditional methods of scheduling, such as email or phone calls, can be inefficient and prone to miscommunications. Participants may not see messages or respond in a timely manner, leading to delays or confusion.

- Also, Coordinating availability across multiple people and time zones can be a time-consuming and frustrating process, often involving numerous rounds of communication and the potential for scheduling conflicts or misunderstandings.

- Our application provides a centralized platform for participants to indicate their availability in real-time. This allows participants to quickly and easily see each other's availability and find a time that works for everyone as our application eases the process by providing a visual representation of the best meeting times.

- The application also accommodates different time zones, making it easier to coordinate meetings or events with people in different parts of the world.

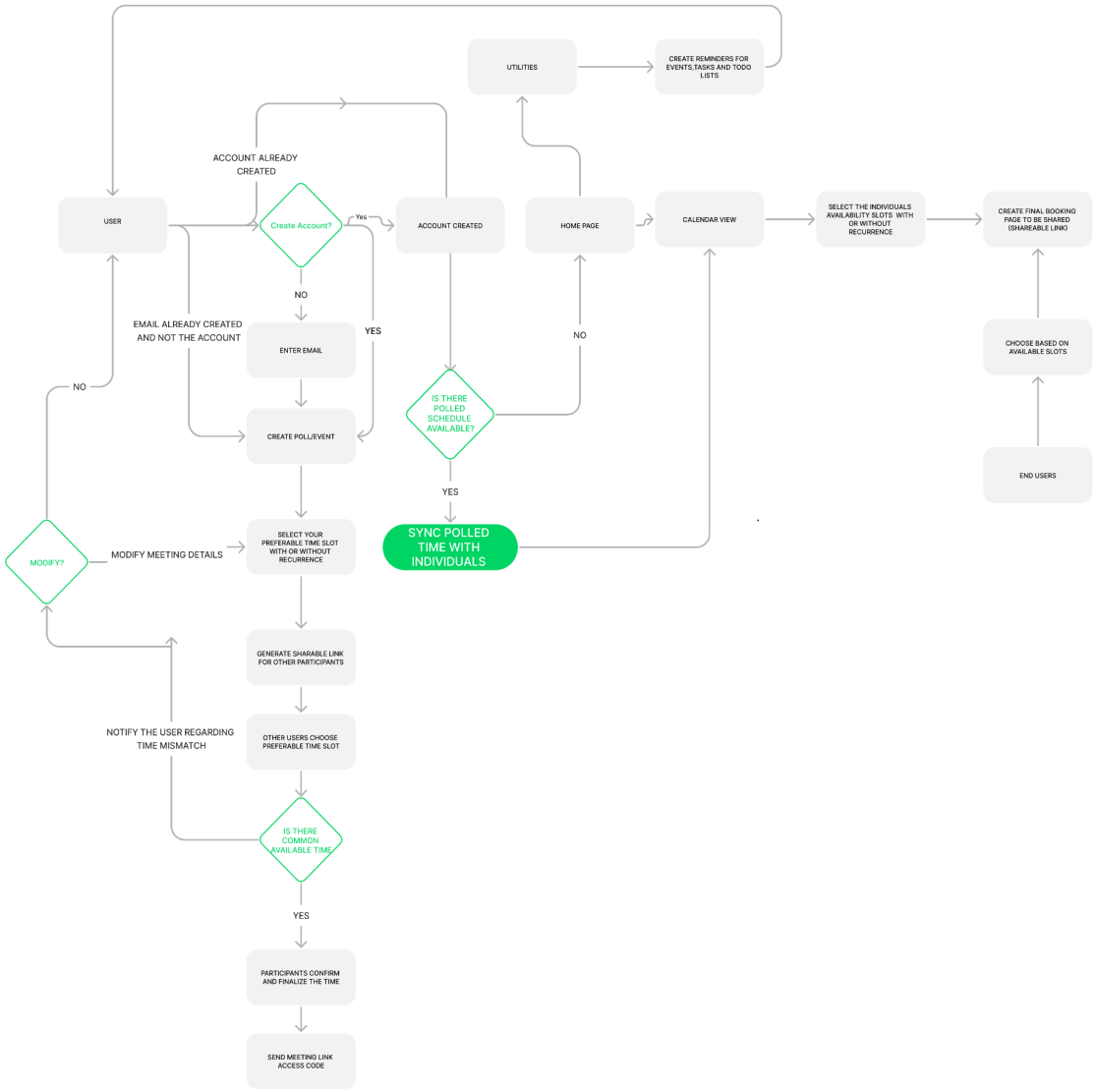
- By addressing these challenges, our application will provide a valuable solution for anyone who needs to coordinate meetings or events with multiple participants.

2.2 Product Functions

1. Register and Login into the application.
2. Create a poll for finding the common availability with or without an account.
3. Sync the user who has confirmed poll timings with respective individual’s calendars when the user creates the account.
4. Time zone constraints are properly handled based on the user geographical/calendar data.
5. Create a booking page based on the availability with or without recurrence.
6. End users book meetings with respective attendees via shareable link with/without date expiry(one-to-one, one-to-many).
7. Pending request feature holds the meeting request sent by the participants to be confirmed.

8. End users can set utilities like custom task/birthday/to-do reminders based on their requirement.

High-level functional flow



2.3 User Characteristics

Who do you expect to use your finished product, and why?

- **Busy professionals:** Busy professionals who need to schedule meetings with colleagues, clients, or vendors may find OES helpful in finding a time that works for everyone.
- **Students:** Students who need to schedule group meetings or project work with their peers may find OES helpful in finding a time that works for everyone's schedule.
- **Event organizers:** Event organizers who need to schedule events or meetings with multiple attendees may find OES helpful in finding a time that works for everyone.
- **Remote teams:** Remote teams who work across different time zones may find OES helpful in scheduling meetings or calls at a time that works for everyone.
- **Friends and family:** Individuals who want to organize social gatherings with friends and family members may find OES helpful in finding a time that works for everyone.
- In summary, anyone who needs to schedule meetings or events with multiple people and wants to avoid the back-and-forth of trying to find a time that works for everyone could benefit from using our application.

What is their technical background, their training or education, their motivation to use it?

- **Technical background:** Users of OES should have basic technical skills and be comfortable using online tools and applications. They should have experience using web-based scheduling tools or calendar applications.
- **Training or education:** OES is a simple tool to use, and users don't need extensive training or education to use it effectively.
- **Motivation to use:** Users of OES are motivated to use the application to simplify the scheduling process for meetings, events, or appointments. They may be busy professionals, students, or individuals who frequently organize social events or meetings and want to avoid the back-and-forth of trying to find a mutually available time.
- **Availability and convenience:** Users of OES are likely to be motivated by the convenience of using the tool to schedule events at their convenience. They may also appreciate the ability to access the application from any device with an internet connection.
- **Collaboration:** Users who need to collaborate with others on scheduling, such as project managers, event organizers, or team leaders, may find the collaboration features of OES useful in coordinating and communicating with their team members.
- **Security and privacy:** Users may also be motivated to use OES because of its focus on privacy and security. Users can control who can view their event page, and OES does not share personal data or event details with third parties.

- Overall, users of OES are motivated to use the tool because of its simplicity, convenience, collaboration features, and focus on privacy and security. They may have a basic technical background and experience using similar tools or applications.

What obstacles might they encounter, and what specialized skills will they need?

- **Technical Issues:** Users may encounter technical issues when using OES, such as website downtime or login problems. In such cases, users may need to have some basic troubleshooting skills, including checking internet connectivity, clearing browser cache, or contacting customer support.
- **Time Zone Confusion:** Users may find it challenging to work with time zones when scheduling events across different geographic regions. In such cases, users may need to have a basic understanding of time zone conversions, or the ability to use online tools for converting time zones.
- **Accessibility:** Users with disabilities may encounter accessibility challenges when using OES. In such cases, users may need to have specialized skills or the ability to use assistive technology to overcome accessibility barriers.
- Overall, most users of OES should be able to use the application effectively without specialized skills or training. However, for more complex scenarios, users may need to develop skills related to troubleshooting, time zone conversions and accessibility.

2.4 General Constraints

- Users should be able to access the application over the network.
- Deployment dependency and conflict issues.
- All the data is stored in MySQL and transferring it to any other cloud platform involves changes in the backend.

2.5 Assumptions and Dependencies

Assumptions:

- Participants will accurately indicate their availability: OES relies on participants to accurately indicate their availability for the event. The assumption is that participants will take the time to carefully consider their schedules and indicate their availability honestly.

- Participants will respond in a timely manner: OES assumes that participants will respond to the poll in a timely manner, to ensure that the scheduling process is efficient and effective.

- Participants will have internet access: OES is an online application, so it assumes that all participants will have internet access to access the poll and indicate their availability.

Dependencies:

- Internet connectivity: When2meet depends on internet connectivity for participants to access the poll and enter their availability. Without internet connectivity, the application cannot function.

- Time zones: WorldTimeAPI/Google Time API for timezone conversion and their downtimes must be handled as a dependency.

- Deployment: IBM cloud credits for application hosting might be a challenge as there may be some dependency constraints with respect to encapsulating the entire tech stack into a single entity during hosting.

3. Specific Requirements

3.1 User Requirements

- Users should be able to login/sign up to the web page.
- Users should be able to create a meeting poll with/without an account.
- Users should be able to create the booking page by mentioning their availability with/without a recurrence.
- Users should be able to book,reschedule,cancel or update the booking.
- Users should be able to accept or deny the meeting invite.
- Users may need the ability to manage and modify polls after they are created, such as the ability to edit or delete poll options.
- Users should be able to create custom reminders.

3.2 System Requirements

- Web Browser: System should be compatible with modern web browsers such as Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge.
- Internet Connection: System with reliable internet connection to access the OES application and perform required operations.
- Server Capacity: The application will be hosted on a server with sufficient capacity to handle a large number of users and concurrent requests, including the ability to scale up as needed during peak usage times.

- Testing and Quality Assurance: The application will undergo rigorous testing and quality assurance measures to ensure that it is functioning as intended and free of bugs or errors.
- Continuous Deployment: The application will be continuously deployed and updated with new features and bug fixes to improve the user experience and ensure that the system is up-to-date with the latest version changes.
- Security Measures: The application will have appropriate security measures, such as SSL encryption, user authentication, and data backups, to ensure the security and integrity of user data.
- Performance Optimization: The application will be optimized for performance, including minimizing load times and reducing the amount of data required to load the application and display availability information.
- Scalability: The application will be designed to scale up or down as needed to handle changes in traffic and usage, such as peak usage times or seasonal fluctuations.
- Backup and Recovery: The application will have a backup and recovery plan in place to ensure that user data is not lost in the event of a system failure or disaster.

3.3 Interface Requirements

- User registration and login: Users should be able to create accounts, log in, and manage their profiles.

- Event creation: Users should be able to create new events and specify the details such as event name, description, date and time, timezone and duration.

- Availability selection: Users should be able to select their availability for the event, either by selecting specific dates and times or by indicating their general availability inorder to find a common meeting time.

- Invitation and sharing: Users should be able to invite others to the event and share the application generated link.

- Notifications: Users should receive notifications of event updates, invitations, and other relevant information.

- Time zone management: The application should handle time zones properly to avoid confusion and ensure that event times are accurate for all users.

- Customization options(Future Scope): Users should be able to customize the event details, such as the event name and description, and personalize the invitation and notification messages.

- Schedule management: Users should be able to manage their schedules, view upcoming events, and make changes to their availability if they have an account on the portal.

- Reminder and follow-up messages: Users should receive reminder and follow-up messages about the event, such as confirmation messages and thank-you notes.

- Multiple event types: The application should support different types of events, such as one-time events, recurring events, and multi-day events.

- Integration with calendars(Future Scope): Users should be able to integrate the application with their existing calendars, such as Google Calendar or Outlook, to easily manage their events and availability.

4. Appendices

This section comprises of information that is associated with event scheduler project

- Doodle, Calendly and When2Meet is an existing online meeting scheduling platform taken as a reference for our project.
- We plan to prove a feedback form that allows users to provide feedback on their experience using OES. This could include questions about usability, features, and overall satisfaction.
- FAQs: A list of frequently asked questions and their answers. This could cover topics such as how to change time zones, what to do if a participant is having trouble accessing the poll, and how to use advanced features like the utility options..

5. Glossary

OES-Online Event Scheduling
API- Application Programming Interface
REST-Representational State Transfer
IBM-International Business Machine
FAQ- Frequently asked questions

6. References

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