



# **MANUAL**

## **for the Tremola Extension**

### **“Meeting Coordination”**

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### **Before we start:**

In order to use the Tremola extension “Meeting coordination”, you will need...

- ...an Android Smartphone
- ...Android Studio (<https://developer.android.com/studio>)
- ...our expanded version of Tremola

### **Setting up your Android Smartphone for development:**

1. On your Android Smartphone, open up the **Settings** app.
2. Select **Developer options**.
3. Enable **USB debugging**.

If you don't see the Developer Options in the Settings then please follow the official instructions on how to enable the developer options (<https://developer.android.com/studio/debug/dev-options>).

### **Putting Tremola on your Android Smartphone:**

1. Open up our extended version of Tremola on Android Studio.
2. Connect your Android Smartphone to the computer via cable.
3. Select your device in the device manager.
4. Click **Run** in Android Studio to build and run Tremola on your Android Smartphone.

### **Starting Tremola:**

1. When opening up Tremola, you can choose or create a chat containing the contacts you want to send a meeting coordination poll to.
2. Touch the menu button on the upper-right corner. You will see 2 new menu options: “**New Meeting**” and “**Show Meetings**”. (**Image A** in Appendix)

### **Create a new meeting with “New Meeting”:**

1. By pressing “**New Meeting**”, a new screen will appear. There you can give your meeting a title - preferably the reason for the meeting - and fill up the table with the dates and times. (**Image B** in Appendix)
2. Once you are done, touch the blue button with the checkmark at the bottom of the screen. You will be presented with the voting screen (**Warning**: Once you press the button you will be unable to change the dates and times later).

3. On the voting screen you will be able to choose which dates you prefer by checking the checkmarks on the right hand side of the screen. (**Image C** in Appendix)
4. Once you have checked your preferred meetings, press the “Vote” button at the bottom of the screen. Your votes will be sent to the other group members.
5. If you want to prematurely terminate the meeting coordination, you can press the “Complete” button, followed by the “Forget” button to hide the meeting (**Important**: Only the one who created the meeting can complete a meeting).

#### **See all created meetings with “Show Meetings”:**

1. If you press “**Show Meetings**” in the menu, you will be able to see all the meetings which are not forgotten that were created in the group chat.
2. The meetings will be presented to you in the form of a sorted list (most recent on top). Each meeting can have 1 of 3 possible colors: Blue, Green or Gray. (**Image D** in Appendix)
  - a. **Blue**: The meeting is completed manually or all members have voted already.
  - b. **Green**: The meeting is still active and waiting to be completed.
  - c. **Gray**: The meeting is set as forgotten (locally) and will not be shown in the list, unless you turn on the visibility in the menu.
3. If you select a meeting, the voting screen will appear. There you will be able to vote on your preferred meeting, if you haven't done so already. Of course you are only able to vote if the meeting isn't completed. If you've voted already your vote choices are visible in the grayed out checkmarks.
4. If you press the menu button on the upper-right corner you will see 2 new menu options displayed in the menu: “**(un)Forget Meetings**” and “**Toggle only Active Meetings**”. (**Image E** in Appendix)

#### **“(un)Forget Meetings”:**

By pressing the “**(un)Forget Meetings**” button you can show or hide the forgotten meetings in the list. (**Image F** in Appendix)

#### **“Toggle only Active Meetings”:**

By pressing the “**Toggle only Active Meetings**” button, only the meetings that are active are shown in the list. If you press it again then all meetings are shown in the list. (**Image G** in Appendix)

## APPENDIX:

Image A:



Image B:

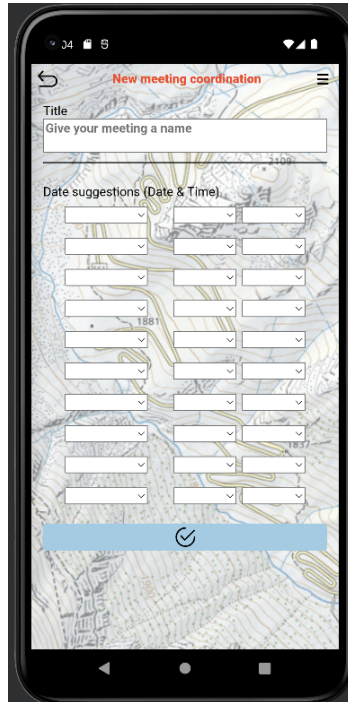


Image C:

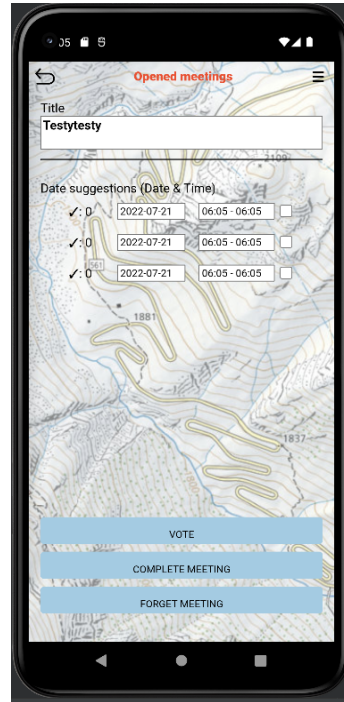


Image D:



Image E:

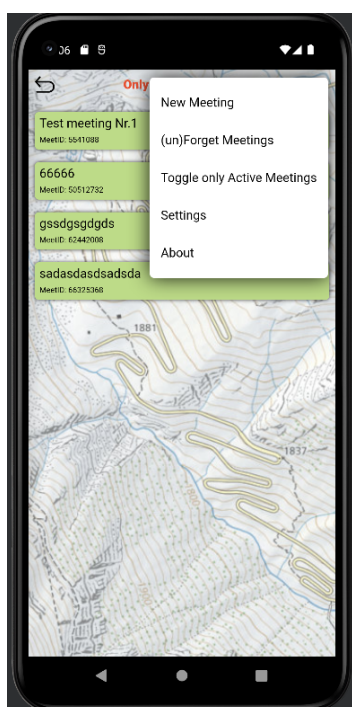


Image F:

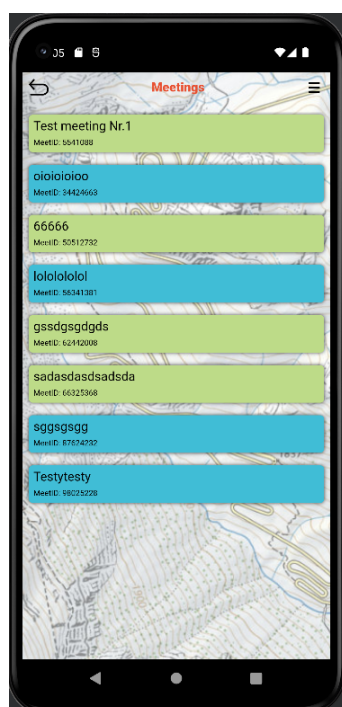


Image G:

