Final Specifications

Client Features

- **Create Profile / Login**
  Easy registration with email/password or social login options. Secure authentication and password recovery.

- **Book Meeting**
  Intuitive booking system allowing clients to select date, time, meeting type, and optionally choose a specific staff member.

- **Pay When Booking a Meeting**
  Integrated payment gateway supporting multiple methods (credit cards, PayPal, etc.). Includes payment confirmation and receipt generation.

- **Send Message**
  Clients can communicate directly with admins or assigned staff before and after meetings. Support for text, attachments, and automated reminders.

- **Receive File**
  Securely access and download files shared by the admin (reports, documents, resources).

- **See History of Meetings**
  View detailed history of past and upcoming meetings, including dates, times, meeting notes, and payment status.

Admin Features

- **See All Bookings**
  Comprehensive dashboard to view all bookings, filterable by date, client, status (confirmed, pending, canceled).

- **See Calendar and Manage It**
  Admin-controlled calendar allowing open/close dates, set working hours, holidays, and sync with external calendars (Google, Outlook).

- **Accept or Reject Meeting Bookings**
  Option to manually approve or decline meeting requests, with automated

notifications sent to clients.

- **Receive and Send Messages**
 Centralized communication hub for interacting with clients, including message history and bulk messaging capabilities.

- **See History of Each Client**
 Access detailed profiles including booking history, payment records, communication logs, shared files, and internal notes.

- **See History for All Clients**
 Aggregate view and reporting tools to analyze overall client activity and engagement.

- **Accept Payments**
 Manage payment processing, refunds, and generate financial reports.

- **Send Files to Clients**
 Upload and share files securely to individual clients or groups.

- **Keep Notes About Each Client**
 Maintain private notes, reminders, and follow-up tasks linked to client profiles.

Website Features

- **“Book Now” Option**
 Prominently displayed call-to-action button that directs users to create a profile before booking a meeting, ensuring seamless onboarding.

- **First Meeting Free or Paid Option**
 Flexible setup to offer a free introductory meeting or require payment from the first booking.

- **Blog Posts**
 Integrated blog for sharing updates, insights, news, and SEO-optimized content to attract and engage visitors.

- **SEO Friendly**
 Website and content optimized for search engines, including meta tags, structured data, fast load times, and mobile responsiveness.

- **AI Chat**
 AI-powered chatbot available 24/7 to assist visitors with common questions, booking

assistance, and navigating the site.

- **Homepage and Other Essential Pages**
  Engaging homepage with clear navigation, service overview, testimonials, contact info, and other core pages (About, FAQ, Privacy Policy, etc.).