User Stories for the epic:

Google Calendar automatically scheduling meetings based on filled in availability of participants and organizer

Harshi Thaker

ID	User Story	Story Points	Acceptance Criteria	Priority
4.1	As a user, I should be able to view the earliest meeting time and day for the meeting	3	- On the Calendar view, users should be able see the meeting time blocked off - Once they click on the meeting on the calendar, a modal opens where the user can see the meeting date and time - On the sidebar, in the SLATE section, users should be able to access their scheduled meeting	High
4.2	As a user, I should be able to see all the participants of the meeting	3	- Once the user has access to the meeting on the Calendar, they should be able to click on it - A modal view should open up where the users can see all the participants that are attending - The user should be able to see the number of participants invited vs attending vs pending - The user should be able to see agenda with organizer and required attendees' list	Low
4.3	As a user, I should be able to access the meeting link once the meeting is scheduled	1	- The users should be able to access the link to the meeting when they click on the meeting block on their Calendars - The user should get an email with the link to the meeting - The user should have the option to cancel their acceptance to the meeting due to any last moment issues	High
4.4	As an internal user, I should be able to match all the participants' availabilities and come up with meeting time and date	5	- Run a code script that matches all participants' availabilities and finds an earliest meeting time - Ensure that the required participants are ranked higher for finding the common meeting time - Ensure that the minimum number of participants are considered in finding a common time - Notify the meeting organizer if one or more of the required attendees are not available in the duration for that particular meeting	High
4.5	As an internal user, I should be able to trigger email invitations for participants once meeting time and date is set	1	- Access the email ids of participants whose availability matches - Come up with a message to be sent to the participants for the meeting invite - Send email notifications to the participants once the meeting time is decided - Send email notifications if the meeting organizer has to cancel or reschedule due to any reason	High

ID	User Story	Story Points	Acceptance Criteria	Priority + Why
4.2	Remove earliest	5	Available on app and web Add bio for the modal	High
4.3			Declined meeting invite	med
4.4			Update their availability to the meeting tentative/declined The organizer should set the date by when they want the availability by That's when the link should be sent after matching availabilities After the deadline, participants can't add availability, only accept or decline the meeting invite	
4.1	As an internal user, I want to be able to increase the accuracy of SLATE (automatic scheduler) over a period of time	40	Required attendees have preference over other attendees What happens if there isn't a meeting time available for every required attendees and minimum number is available How are you notifying the organizer The model should have increasing and varying data sets for training and testing The meeting times suggested should lie within the time frame and date boundaries set by the organizer The machine learning model should have minimum time and space complexity	
4.5			Mention that the message is autogenerated	
4.5	Update user availability	13	- access the meeting invitation block on the Calendar and have the option to change availability - tentative/decline - email the meeting organizer the reason for changing availability - on the backend, calendar should update the list of participants based on their changing availabilities	med

User stories post story maturation feedback

ID	User Story	Story Points	Acceptance Criteria	Priority + Why
4.1	As a data scientist (internal user), I want to be able to increase the accuracy of SLATE (automatic scheduler) over a period of time	40	- The model should have increasing and varying data sets for training and testing - The meeting times suggested should lie within the time frame and date boundaries set by the organizer - The machine learning model should have minimum time and space complexity - The model should consider all the variations like start and end date for meeting, minimum number of participants, required participants and deadline	Medium - Since this is a good to have feature and a long term success metric, not an MVP feature
4.2	As a user, I should be able to view the earliest meeting time and day for the meeting	5	- On the Calendar view, users should be able see the meeting time blocked off - Once they click on the meeting on the calendar, a modal opens where the user can see the meeting date and time - On the sidebar, in the SLATE section, users should be able to access their scheduled meeting - User should be able to access this on both the mobile app and the web app	High - Visually blocks the Calendar and is a must to integrate with the UI of Google Calendar
4.3	As a user, I should be able to see all the participants of the meeting	3	- Once the user has access to the meeting on the Calendar, they should be able to click on it - A modal view should open up where the users can see all the participants that are attending - The user should be able to see the number of participants invited vs attending vs pending vs declined - The user should be able to see agenda with organizer and required attendees' list	Medium - users should be able to see other participants but this is not one of the key functionalities
4.4	As a user, I should be able to access the meeting link once the meeting is scheduled	5	- The users should be able to access the link to the meeting when they click on the meeting block on their Calendars - The user should get an email with the link to the meeting - The organizer should set the date by when they want the availability by - Post that date the meeting link should be sent after matching availabilities to participants who filled their availabilities - After the deadline, participants can't add availability, only accept or decline the meeting invite	High - This is how the users will access their meetings therefore this functionality needs to be in place
4.5	As a user, I should be able to update my availability for the meeting after accepting the invite	13	- Users should be able to access the meeting invitation block on the Calendar and have the option to change availability to tentative/decline - An email should be sent to the meeting organizer with the reason for changing availability - On the backend, Calendar should update the list of participants based on their changing availabilities	Medium - Users' availabilities are ever changing. We want to give them the option to update but this can take comparatively lower priority

Shomali's maturation session

- The user epic that we were reviewing stories for here was Google SLATE sending reminders
- She had user stories for type of reminders, frequency of reminders, where the users can access the reminders on the Google Calendar interface and few customisable last minute reminders.
- While going over all the stories and story points, I was comparing the story points and priorities to my story points and priorities
- This way it helped in keeping the process standard to ensure that we are estimating the same amount of effort and prioritizing tasks holistically
- Another point that I noticed was that Shomali did not have internal user story
- Together we brainstormed and came up with an internal user story about data privacy because setting reminders often requires users' contact information which is sensitive information
- I think it was interesting to see how all the user stories tied together to make a cohesive flow

AV's maturation session

- The user epic that we were reviewing stories for here was the meeting organizer should be able to create meetings and send availability invitations using SLATE
- AV had come up with user stories for where we can add the SLATE feature on the Calendar interface, generating walkthroughs for first time users and also instances to prompt users to user the new feature SLATE
- We discussed ideas to draw attention towards the functionality
- Again here too, while going over all the stories and story points, I was comparing the story points and priorities to my story points and priorities
- This way it helped in keeping the process standard to ensure that we are estimating the same amount of effort and prioritizing tasks holistically
- AV too did not have an internal user story. So we brainstormed an idea for him to have an internal user story around having the new feature integrate seamlessly with the Google Calendar interface by causing minimum user burden
- It was very interesting to see all the pieces of the puzzle finally fitting together to make the full picture visible
- I definitely got way more clarity in terms of implementation and development of the SLATE feature