

## GOOGLE SLATE PRODUCT BACKLOG

### Sprint 1      75 Points

### Sprint 2      72 Points

### Sprint 2      74 Points

<p><b>SLATE Meeting Creation and Invitations</b></p> <p>As a meeting organizer, I should be able to add my availability and participants list.</p> <p><b>8</b> <span style="color: orange;">High</span></p> <p>Differentiating factors between existing GC features and SLATE is highlighted in these user stories</p>	<p><b>SLATE Meeting Creation and Invitations</b></p> <p>As an internal user in the operations department, I would need the SLATE feature to integrate seamlessly with current functionalities.</p> <p><b>8</b> <span style="color: orange;">High</span></p> <p>For internal teams, success of new features released are proportional to its impact and stability amongst other factors</p>	<p><b>SLATE Reminders</b></p> <p>As a user, I should be able to specify when SLATE sends final reminders before automatically setting a meeting</p> <p><b>5</b> <span style="color: orange;">Medium</span></p> <p>User can specify the time when final automatic reminders are sent from SLATE to fill availability before setting a meeting. Beneficial as users do not have to manually set reminders</p>		
<p><b>SLATE Meeting Creation and Invitations</b></p> <p>As a meeting organizer, I should be able to view and select SLATE from the drop-down of the "Create" button for organizing group meetings.</p> <p><b>3</b> <span style="color: orange;">High</span></p> <p>The most crucial for SLATE since 1. It lays foundation for other features to be built for SLATE 2. It is the first element that user interacts with for SLATE feature.</p>	<p><b>SLATE Reminders</b></p> <p>As a user, I should be able to view all the SLATE notifications on my Calendar (Added availability/ Pending)</p> <p><b>3</b> <span style="color: orange;">High</span></p> <p>User experience, SLATE functionality being displayed on the calendar home page for easy access of the users</p>	<p><b>SLATE Reminders</b></p> <p>As a user, I should be able to push additional reminders to meeting participants who have not filled their availability</p> <p><b>3</b> <span style="color: orange;">Low</span></p> <p>Users can send additional reminders if needed, when a significant proportion of participants have not filled in availability</p>		
<p><b>SLATE Meeting Creation and Invitations</b></p> <p>As an MO, I should be able to add details of the meeting.</p> <p><b>3</b> <span style="color: orange;">Medium</span></p> <p>Lesser time duration to accomplish, compared to few other user stories for the scope</p>	<p><b>SLATE Reminders</b></p> <p>As a user, I should be able to set the type and number of reminder notifications - email/ messaging/ app notifications</p> <p><b>8</b> <span style="color: orange;">Medium</span></p> <p>This feature helps set the type and number of reminders meeting organizer generates for filling in availability</p>	<p><b>SLATE Voice command feature</b></p> <p>Users should be able to use voice to create a meeting.</p> <p><b>20</b> <span style="color: orange;">High</span></p> <p>It is very crucial for users to be able to create meetings using the voice command for enhanced accessibility</p>		
<p><b>SLATE Meeting Creation and Invitations</b></p> <p>As an MO, I should receive a notification after successfully creating a SLATE meeting.</p> <p><b>3</b> <span style="color: orange;">Low</span></p> <p>These elements incline towards "Good to have" but are not showstoppers for SLATE's release</p>	<p><b>SLATE Reminders</b></p> <p>As an internal user, I should be able to ensure the data privacy for all external users (email id/ mobile no)</p> <p><b>5</b> <span style="color: orange;">Medium</span></p> <p>SLATE should cater to privacy concerns dealing with private contact information to maintain brand value</p>	<p><b>SLATE Voice command feature</b></p> <p>Users should be able to add their availability using voice command</p> <p><b>20</b> <span style="color: orange;">High</span></p> <p>Users should be able to add their availability using voice command instead of manually entering it one by one for each time window</p>		
<p><b>SLATE User Availability Fill In</b></p> <p>Users should be able to enter an availability window for the entered dates in the meeting invite.</p> <p><b>13</b> <span style="color: orange;">High</span></p> <p>There needs to be a way for the user availability data to be collected in order for the backend to schedule a meeting.</p>	<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>As a data scientist (internal user), I want to be able to increase the accuracy of SLATE (automatic scheduler) over a period of time.</p> <p><b>40</b> <span style="color: orange;">Medium</span></p> <p>Since this is a good to have feature and a long term success metric, not an MVP feature.</p>	<p><b>SLATE Voice command feature</b></p> <p>As an internal user, I should be able to ensure that the information mentioned by the external user is correctly registered by Google Slate.</p> <p><b>13</b> <span style="color: orange;">High</span></p> <p>For internal teams, success of new features released are proportional to its impact, accuracy and stability amongst other factors</p>		
<p><b>SLATE User Availability Fill In</b></p> <p>Internal designers should develop an intuitive interface for users to enter their availability.</p> <p><b>5</b> <span style="color: orange;">High</span></p> <p>Users should be able to easily determine how to enter their availability to have their meetings scheduled efficiently.</p>	<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>Users should be able to enter a preferred window for potential scheduling.</p> <p><b>8</b> <span style="color: orange;">Low</span></p> <p>For internal teams, success of new features released are proportional to its impact and stability amongst other factors.</p>	<p><b>SLATE Voice command feature</b></p> <p>Users should be able to update their already created meeting using voice command</p> <p><b>8</b> <span style="color: orange;">Medium</span></p> <p>This is a add on feature, hence a lower priority</p>		
<p><b>SLATE User Availability Fill In</b></p> <p>Users should be able to update their availability before the meeting is scheduled.</p> <p><b>5</b> <span style="color: orange;">Medium</span></p> <p>It's beneficial for users to be able to update their availability before the meeting is scheduled incase unforeseen events pop up or they become more available than what they first thought.</p>	<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>Users should be able to have some kind of feedback on their entered availability.</p> <p><b>3</b> <span style="color: orange;">Medium</span></p> <p>Users need to be able to differentiate between what times they have marked as available or unavailable.</p>	<p><b>SLATE Voice command feature</b></p> <p>Users should be able to make changes to their availability using voice command</p> <p><b>5</b> <span style="color: orange;">Low</span></p> <p>This is a add on feature, hence a lower priority.</p>		
<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>As a user, I should be able to view the earliest meeting time and day for the meeting</p> <p><b>13</b> <span style="color: orange;">High</span></p> <p>Visually blocks the Calendar and is a must to integrate with the UI of Google Calendar</p>	<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>As a user, I should be able to access the meeting link once the meeting is scheduled</p> <p><b>3</b> <span style="color: orange;">High</span></p> <p>This is how the users will access their meetings therefore this functionality needs to be in place</p>	<p><b>Sprint Summary</b></p> <p><b>Sprint 1 -</b></p> <ul style="list-style-type: none"> <li>&gt; Mainly focuses on development of the MVP for Google SLATE.</li> <li>&gt; It involves core elements of creating meeting invitations and adding availability primarily.</li> <li>&gt; Kicking off development for automatic meeting scheduler for Google SLATE.</li> </ul> <p><b>Sprint 2 -</b></p> <ul style="list-style-type: none"> <li>&gt; Mainly focuses on completing development and improving accuracy of Automatic meeting scheduler for google SLATE.</li> <li>&gt; Further focuses on additional elements that would increase the use case for google SLATE - SLATE Reminders</li> </ul> <p><b>Sprint 3 -</b></p> <ul style="list-style-type: none"> <li>&gt; Focuses on stabilizing the core features of Google SLATE</li> <li>&gt; Additionally, integrating Voice assistant into Google SLATE</li> </ul>		
<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>As a user, I should be able to update my availability for the meeting after accepting the invite.</p> <p><b>3</b> <span style="color: orange;">Medium</span></p> <p>Users' availabilities are ever changing. We want to give them the option to update but this can take comparatively lower priority...</p>	<p><b>SLATE Automatic Meeting Scheduling</b></p> <p>As a user, I should be able to see all the participants of the meeting.</p> <p><b>3</b> <span style="color: orange;">Medium</span></p> <p>Users should be able to see other participants but this is not one of the key functionalities.</p>	<p><b>TEMPLATE</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>User Story</p> <p>Pts. <span style="color: orange;">Priority</span></p> </td><td style="width: 50%; vertical-align: top;"> <p>RATIONALE FOR PRIORITIZATION</p> </td></tr> </table>	<p>User Story</p> <p>Pts. <span style="color: orange;">Priority</span></p>	<p>RATIONALE FOR PRIORITIZATION</p>
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