

A Software Survey of Meeting Scheduling Applications Group 11

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ABSTRACT

A key use of human communication using computers is to plan in person meetings. Often this requires the coordination of many users so many tools have been developed to enable this. This report looks at several existing solutions.

Author Keywords

Consumer Applications; Calendaring; Novel Interfaces, Natural Language Processing

DOODLE POLL

Description

A scheduling system such as Doodle strives primarily to achieve one thing: Have a group of participants reach an agreement on a time and place to meet.

As such, there are two primary tasks a user of the system will want to accomplish: Creating a new event and Responding to an event invitation. This critique will focus on those two tasks.

Critique

Creating a new event

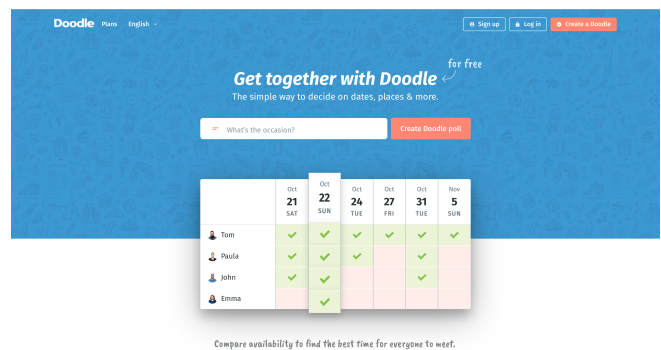
From a new user's perspective, Doodle does a good job at keeping its design language (button style, icon choice etc.) in accordance with popular modern practice. The homepage [[https://beta.doodle.com]] lists only a few options with the most likely next step (Create a Doodle/Create Doodle poll) made clearly the most prevalent among them.

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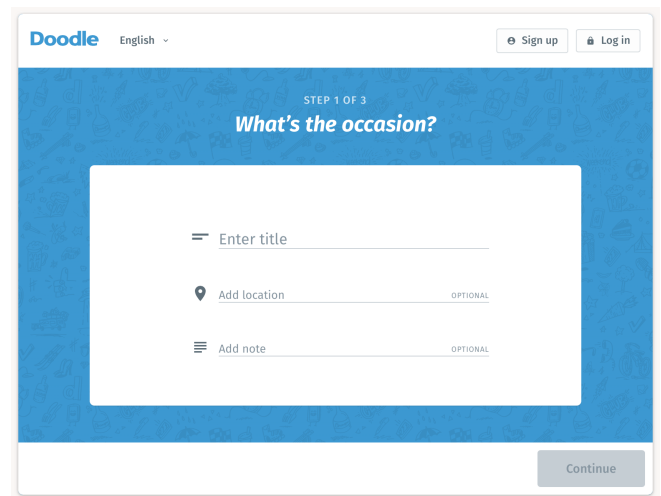
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A text entry field inhabited by the "What's the occasion" placeholder gives is given immediate focus upon loading the page. There may be some unhelpful redundancy between the two separate "Create Doodle poll" buttons made available. Both fulfill nearly the exact same functionality (the difference being that the button next to the form will populate the "Enter title" field on the event creation page with the contents of the "What's the occasion" text field.



The first step on the event creation page is to outline some information about the occasion. Something lacking here is a clear way for a user to cancel the creation of the new event. Simply leaving the page or pressing the back button in the

browser accomplishes this, but this may not be obvious to every user.

The second step presents a dialog for selecting dates for the event. Although the creator can select as many days as they like in this dialog (these will be the options participants choose from), events are effectively limited to single days. Beyond selecting multiple adjacent (but still independent), there is no first class method for creating an event spanning two or more days.

After an event has been created, it is given a unique URL that can be shared with event invitees. The creator can register to be notified of activity within their event and is given control over finalizing the date once she/he deems that a sufficient number of people have voted.

Voting on/Responding to an event invitation

Going to an event URL, an invitee is presented with the homepage for the event. The event homepage does very little in terms of guiding the user towards what they are meant to do. There is a somewhat inconspicuous text field with the greyed out placeholder "Enter your name" as well as boxes for the user to vote on the proposed dates. Doing something as little as giving the name field focus (as was done with the Doodle's index) would at least guide a new user in the right direction.

NEED TO MEET?

Figure 1. Need To Meet Homepage

Critique

"Need to Meet?" is a meeting scheduling website that helps users enter to select mutually agreeable meeting times. Other than a noticeable lack of certain features (notifications of when the meeting was decided) certain ways of interacting with the website lack discoverability, particularly the button to open the calendar view when an attendee is selecting their available dates and times.

High Level Goals

There are two high level goals for the website:

- Creating a meeting event and showing available time slots
- Indicating when you can attend the meeting

Tasks

Figure 2 shows the diagram for the major tasks users of "Need to Meet" do. These include:

1. Creating a Meetup Event to get availabilities of attendees

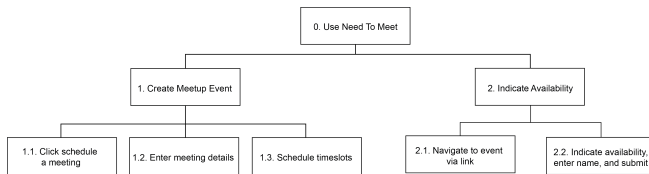


Figure 2. Task Diagram

- (a) Click schedule a meeting
- (b) Enter meeting title and duration, optionally add email for correspondence
- (c) Using a calendar interface select the dates and times (optionally send people invites through the website)

2. Indicate Availability

- (a) Navigate to the event via the link sent by the host
- (b) Indicate availability, enter name, and submit

GOOGLE SUITE

The Google Apps suite offer a great deal of functionality to individuals and organizations. The tight integration of the suite offers many opportunities for improved usability. Two such apps are Calendar and Inbox, in the tight integration for shared meeting events.

Calendar presents the user's schedule immediately and keeps it as the main focus of the app. Interactions are very straightforward, and most day to day calendaring can be done without entering a menu.

Inbox is a very powerful email client focused on using email to get things done. It has many inbox management features like snoozing emails from the inbox for some time and bundling similar low priority emails together. It also offers quick calls to action from the inbox like event invites and flight information.

Inviting Someone to a New Event with Calendar

Users begin the invitation process by selecting or creating the event for which invitations should be sent. This model is better than having meeting invites be a separate entity. After creating or selecting an event, the user must enter its detail page to make invitations. The invitees emails are entered one by one in a text field and invites are sent. Not showing invitees from the app's main screen is a reasonable design decision as invites are not a primary feature of Calendar

Responding to a Calendar Invite from Inbox

Calendar invites are received as regular emails which are augmented by Inbox. When the email is opened, event details are presented and three buttons indicating "Yes", "Maybe", and "No". This system is exceptionally straightforward offers little room for improvement. One option is to present the event in the context of their calendar so conflicts can be identified.

OUTLOOK

Microsoft Outlook is an application which acts as a desktop email manager on the front. Outlook takes an existing email address and once added into the Microsoft Outlook registry,

it allows the user to manage their emails, calendars and other various smaller actions (such as todo lists and journals). In addition to this, a user can use Microsoft's servers (Microsoft Exchange Server) to allow multiple users to access shared applications (email and calendar) or contact each other via Skype meeting.

To a new user, Outlook is similar to any Microsoft Office product where many of the options will be at the taskbar at the top, all categorized in their own particular category. This can be challenging for any users who are not familiar with the Office application family, as there are many different categories that require searching. In addition to this, users may have a hard time knowing what each option does initially, which may cause users to be overwhelmed with the vast amount of options. Fortunately this is alleviated with a search function where Outlook will return results similar to what the user is looking for (e.g. searching for calendar will return options regarding calendar) as well each option has a brief description of what it does when it is hovered over.

Some of the few high level goals that Outlook can help a user achieve is date/meeting management and email management.

Date/Meeting Management

For date/meeting management, Outlook allows one to set up a calendar between users through the Microsoft Exchange Server. After setting up the calendar, all users with access to the calendar can set up meetings and/or notifications for important dates like appointments. In addition to this, if there are many important dates, a user can efficiently check their dates through the schedule view.

Email Management

For email management, similar to the meeting management, Outlook allows a user to manage their own personal email as well as a shared email server where users can send emails within the server; this allows users to find important people to email, as they will spend less time searching for the email address.