

# A Software Survey of Meeting Scheduling Applications Group 11

**Ryan Marks**  
001406077  
marksr2@mcmaster.ca

**Nick Morrison**  
001426613  
morrin2@mcmaster.ca

**James Taylor**  
001155663  
taylojlp@mcmaster.ca

**Trong Tran**  
trantp2@mcmaster.ca

## ACM Classification Keywords

H.5.m. Applied Computing: Enterprise applications

## 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

### Critique

### High Level Goals

### Tasks

## NEED TO MEET?

### 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

Permission to make digital or hard copies of all or part of this work for personal or classroom use is granted without fee provided that copies are not made or distributed for profit or commercial advantage and that copies bear this notice and the full citation on the first page. Copyrights for components of this work owned by others than the author(s) must be honored. Abstracting with credit is permitted. To copy otherwise, or republish, to post on servers or to redistribute to lists, requires prior specific permission and/or a fee. Request permissions from [permissions@acm.org](mailto:permissions@acm.org).

CHI'16, May 07–12, 2016, San Jose, CA, USA

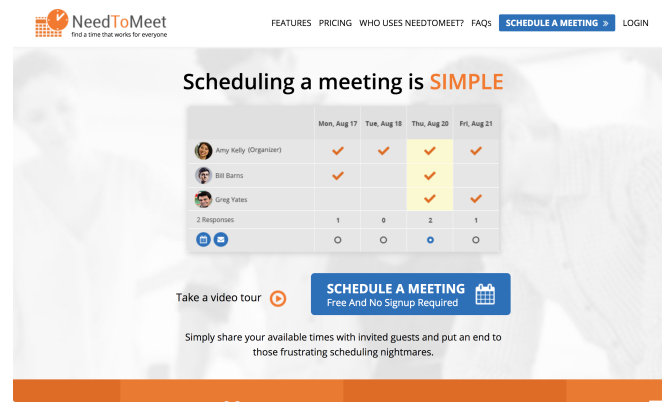
© 2016 Copyright held by the owner/author(s). Publication rights licensed to ACM. ISBN 123-4567-24-567/08/06...\$15.00

DOI: [http://dx.doi.org/10.475/123\\_4](http://dx.doi.org/10.475/123_4)

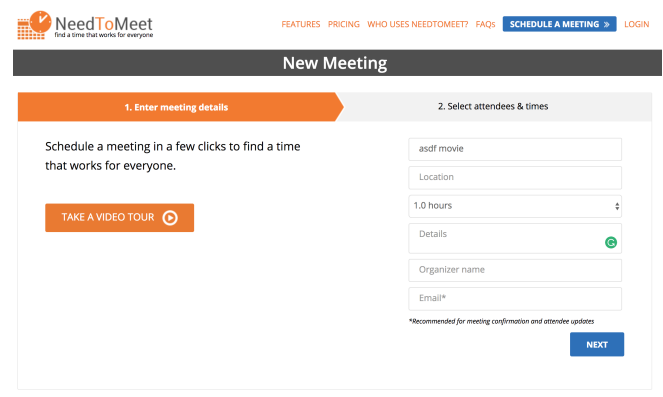
## Tasks

### Creating the Meeting

1. Navigate to the website and click "Schedule a Meeting"



2. Enter meeting, time, place, duration (option-ally leave email address for contact updates)



3. Schedule timeslots using a calendar interface and optionally invite people by email via

the website or invite through a generated url

NeedToMeet  
Find a time that works for everyone

FEATURES PRICING WHO USES NEEDTOMEET? FAQs **SCHEDULE A MEETING** LOGIN

Select Attendees & Time Slots

1. Enter meeting details 2. Select attendees & times

Attendees

Enter Email or Select from Contacts

October 2017

Time Zone: EDT (GMT-04:00) Eastern Time (US & Canada)

Only subscribers can change these settings. Click here to register for a free trial.

Allow Attendees to comment  
Initial Attendee response view  
Exclude Organizer from the event  
Keep responses private  
Allow Attendees to follow meetings  
Single Attendee per time slot

GO BACK SUBMIT MEETING

## Indicating Availability

1. Navigate to the website through the provided URL

NeedToMeet  
Find a time that works for everyone

FEATURES PRICING WHO USES NEEDTOMEET? FAQs **SCHEDULE A MEETING** LOGIN

Meeting Invite

Meeting Title: asdf movie

Duration: 1 hour

When can you attend? Time Zone

Sort by: DATE AVAILABILITY

Select via calendar

24h

Wed, 18-Oct Fri, 20-Oct

11:00 am - 12:00 pm 12:00 pm - 1:00 pm

Organizer Your Name

Follow this meeting (receive email notifications when others respond)

Add a comment (optional)

SUBMIT

Already Indicated? MODIFY YOUR SELECTION

2. Select available dates and times, enter name and submit

NeedToMeet  
Find a time that works for everyone

FEATURES PRICING WHO USES NEEDTOMEET? FAQs **SCHEDULE A MEETING** LOGIN

Meeting Invite

Meeting Title: asdf movie

Duration: 1 hour

When can you attend? Time Zone

Sort by: DATE AVAILABILITY

24h

Wed, 18-Oct Fri, 20-Oct

11:00 am - 12:00 pm 12:00 pm - 1:00 pm

Organizer Nick

Availability submitted! MODIFY MY SELECTION REMOVE ME CREATE YOUR OWN MEETING

## GOOGLE MAIL/CALENDAR?

### Critique

### High Level Goals

### Tasks

### OUTLOOK?

### Critique

### High Level Goals

### Tasks