

# 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

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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

### Critique

### High Level Goals

### Tasks

### NEED TO MEET?

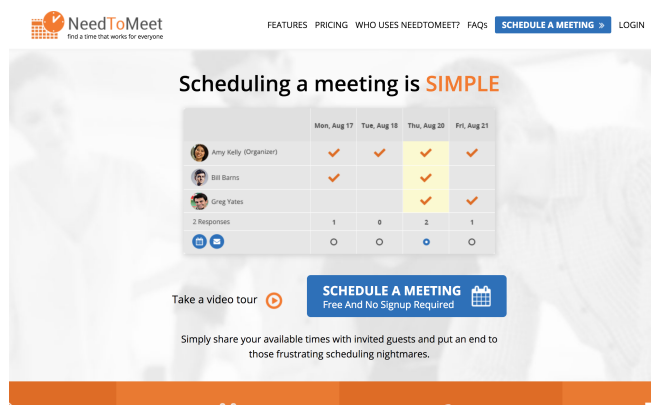


Figure 1. Need To Meet Homepage

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### 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

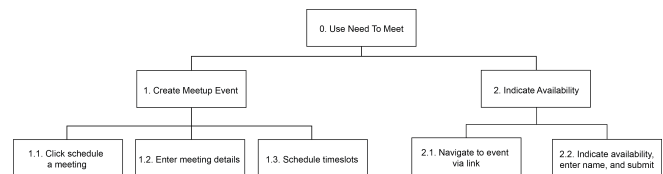


Figure 2. Task Diagram

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
  - (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 MAIL/CALENDAR?**

**Critique**

**High Level Goals**

**Tasks**

## **OUTLOOK?**

**Critique**

**High Level Goals**

**Tasks**