

# Digital Walk-Around Project - Fat 6

## Terms of Reference

Project Manager: Aidan Clarke Scott

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Version 1.1

# Project Information

## Project Overview

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### Problem/Opportunity Statement

HSBC's workforce is 80% remote, which poses challenges for connecting coworkers. With increased reliance on collaboration tools, HSBC needs a new solution for increasing productivity online. This project will help streamline the online collaboration process by mimicking the office environment, bringing more natural office-like interactions into the virtual space.

### Open Source

We plan on creating this product as an open-source project using the MIT open source license. We chose the MIT license because it has very limited restrictions on reuse and has high license compatibility, thus allowing HSBC to use our code as they feel the need to.

## Goals and Objectives

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### Primary/Important Goals (prioritized):

- UI that shows what zoom call or meeting people are in.
- Create personal lists/favorites of other users.
  - Calling all on the list.
- Seeing the location of all members on a user's list.
- One-click group meeting assembly.
- View what meetings are going on at a specified date/time (future or in past)
  - Meeting information - date/time, meeting topic
  - Meeting participants
- Use browser notifications to alert a user their meeting is 30 and 15 minutes away from starting.
- When it's time for a user to join a scheduled call, have a modal in the UI that appears with a link to join their meeting in the Zoom client.
- Create an interim employee directory database that holds a simple hierarchy, and mimics (a simplified version of) HSBC's Active Directory.

### Stretch Goals (prioritized):

- Integration of the product with Outlook using the Outlook REST APIs to get details of recurring meeting times.
- If a meeting was recorded, have the link to the recording be available in the UI.
- Have the recorded meeting video be playable in the browser instead of a link to download.
- Notify the invitees by email (using Outlook REST APIs) if they are not able to be called or are not in the Zoom room after 2 minutes.
- Using Infrastructure as Code (IaC) to provision infrastructure using Terraform.

## Benefits of Project

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- Not required to rely on chat services to check on the status of team members.
- Can organize meetings more effectively, and combines the benefits of both online and in-person team environments.
- Allows for spontaneous meetups between employees, mimicking a real office environment.

## Scope

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The project consists of a web app dashboard that shows current and upcoming virtual meetings, as well as the whereabouts of team members and other coworkers.

### In Scope

- A web application that includes the features mentioned in the project goals.
- A sample database that represents HSBC's employees.
- A sample version of SSO that allows users to have personalized accounts and information.
- A personalized experience for each account (sample accounts using our version of SSO) (favorites, upcoming/past meetings, etc.).

### Out-of-Scope

- Full integration with HSBC's database (Active Directory) and internal systems.
- Adding HSBC's SSO for user accounts and linking them to the company's Zoom.

### Estimated Effort and Cost

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Software Access	Justification
Zoom Pro Edition.	Allows for meetings to be recorded, something that is necessary to meet the stretch goals related to zoom recordings.
Funds for AWS and Lambda functions.	In the event that we use AWS and Lambda functions past Need funds to run Lambda function tests as each call to the function has a set cost.

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Task	Effort (Total Hours)
Design and Planning	150 hours
Development	450 hours
Testing	100 hours
Deployment	150 hours

# Project Constraints, Assumptions, Risks, and Schedule

## Constraints

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- Concurrent usage of at least 20 people.
- Response times for an individual search be < 3 seconds.
- Scale design capacity to accommodate up to zoom maximum.

## Assumptions

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- That we have access to AWS, Zoom and any other software to the extent we'll need to complete our goals.
- That we have access to Zoom Pro for testing recording based features.

## Risks and Mitigations

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Risk	Mitigation
Have not previously used Zoom API and Outlook API	Many of us have used other APIs, and have experience thoroughly following documentation, which we will do to learn about the Zoom and Outlook APIs.
Very little AWS/DevOps experience	We will read documentation, and work as a group to understand, test, and gain experience with the cloud tools required for this project.
Currently, team members are in different time zones.	We are scheduling around this so members are available at reasonable times. Also, soon, all team members will be in the same time zone.

## Estimated Schedule

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Milestone or Key Activity	Start	Complete
Project Plan	January 17th, 2022	January 25th, 2022
Requirements	January 24th, 2022	February 2nd, 2022
Design	January 31st, 2022	February 9th, 2022
Work in Progress Link	February 11th, 2022	February 16th, 2022
Mid Term Project Status	February 9th, 2022	February 16th, 2022
Peer Review #1	February 14th, 2022	February 16th, 2022
Test Plan	March 2nd, 2022	March 9th, 2022
Final Delivery Submission	March 30th, 2022	April 4th, 2022
Peer Review #2	April 7th, 2022	April 11th, 2022