

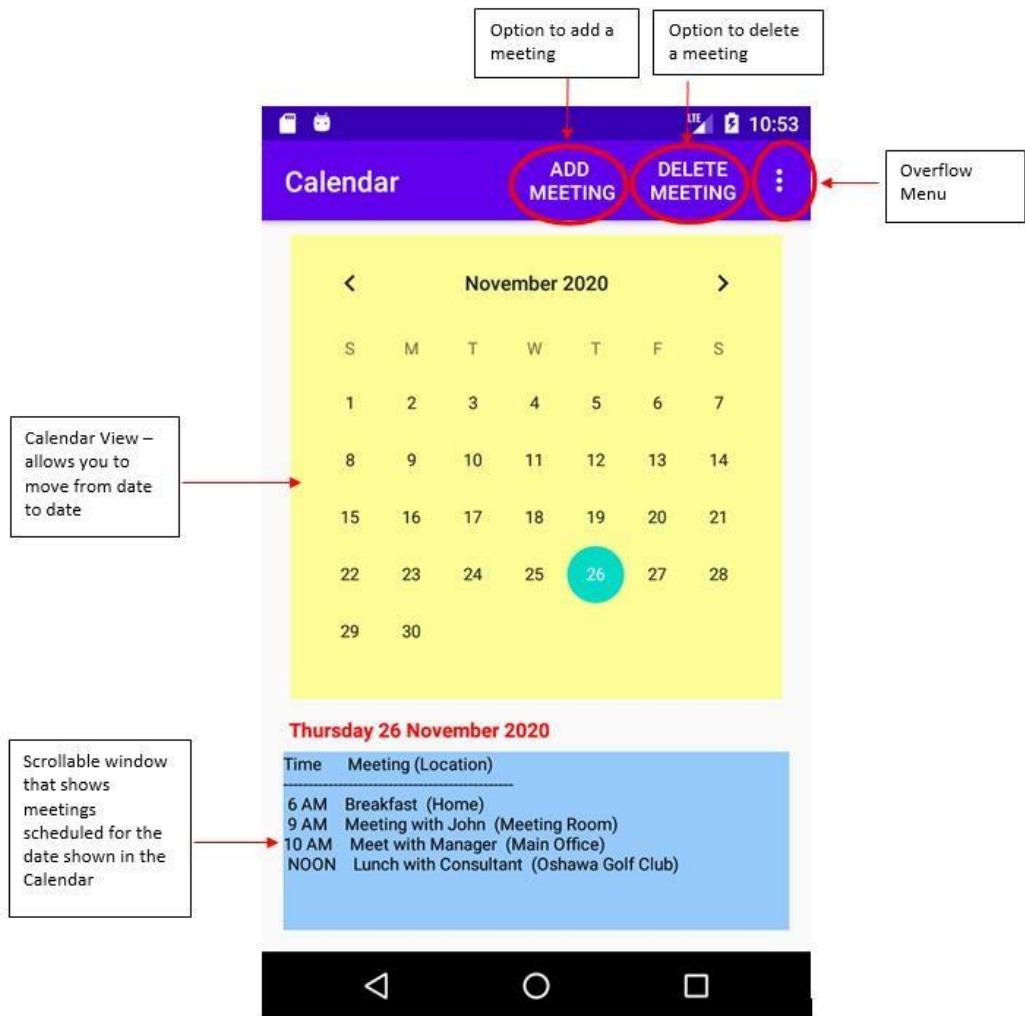
## **ANDROID MOBILE APPLICATION**

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### **APP TO CREATE AND MANAGE MEETINGS**

This app uses the CalendarView class for displaying and selecting dates. The app satisfies the following requirements:

- ★ The ability to create meetings with the following information: meeting date, meeting time, meeting description and location
- ★ The ability to have multiple meetings, even for the same day.
- ★ There are “Today” and “Tomorrow” options to go to these days to see what meetings are scheduled
- ★ As stated earlier, the ability to add a location to a meeting.
- ★ An option to manage the locations outside of the view for a specific meeting.
- ★ Persistence of meetings and locations across multiple executions. This was achieved by using an SQLite database to store MEETINGS and LOCATIONS tables.
- ★ The ability to clear all meetings.
- ★ The ability to clear all meetings for a single day.
- ★ The ability to push all of a day's meetings to another day. Meetings are moved to the next weekday, or the next weekend day depending on whether or not the current displayed day is a weekday.
- ★ The use of an appropriate UI - an Action Bar
- ★ Expired meetings are retained in the system for future reference.
- ★ If a location is deleted, the meeting records with that location remain intact. ★  
Both portrait and landscape views are provided.



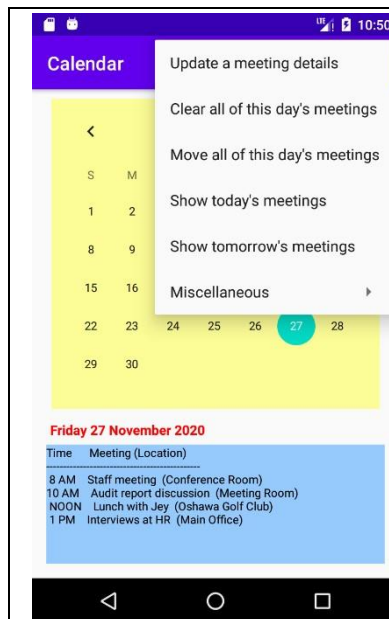
## INITIAL SCREEN

This is what the initial screen of the app looks like. The calendar starts with the current day and you can move around to different days on the calendar.

For each selected day, you would see the meetings scheduled for that day in a scroll-able text window.

For that day, you can do a number of things such as:

- ★ Add a meeting
- ★ Delete a meeting
- ★ Update a meeting details
- ★ Clear all of this day's meetings
- ★ Move all of this day's meetings



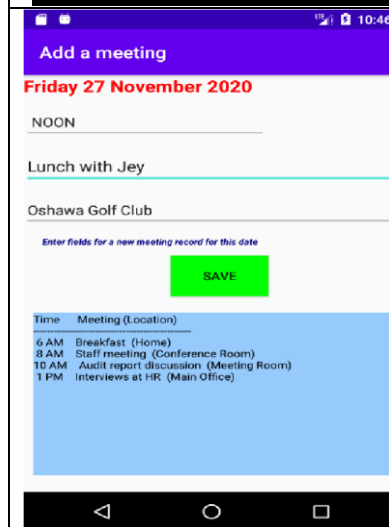
## MENU

The menu shows two items on the Action Bar - **ADD MEETING** and **DELETE MEETING**.

The option to Update a Meeting Details is the first item in the overflow menu.

Other items in the OverFlow menu are:

- ★ **Clear all of this day's meetings**
- ★ **Move all of this day's meetings**
- ★ **Show today's meetings**
- ★ **Show tomorrow's meetings** ★ **Mass delete ALL meetings** ★ **Manage your locations**



## ADD A MEETING

This option is found in the action bar and allows you to add a meeting record for the day being displayed on the calendar.

You are required to select the meeting time (from a drop-down list of available time slots), enter the meeting description, and select the location from a drop down list.

**Time slots are available for every hour from 4am to midnight.** However only available time slots will be shown in the drop-down list.

The locations in the drop-down list are the valid locations you would have specified. If you need an additional location, go to the **Manage your locations** option in the overflow menu and add one.

Pressing the **SAVE** button will add the selected record and take you back to the initial screen. Clicking the android device Back menu at bottom will take you back to the initial screen without adding the record.

**Delete a meeting record**

**Friday 27 November 2020**

6 AM

Enter the time of the record you wish to delete

**DELETE RECORD**

Time	Meeting (Location)
6 AM	Breakfast (Home)
8 AM	Staff meeting (Conference Room)
10 AM	Audit report discussion (Meeting Room)
NOON	Lunch with Jey (Oshawa Golf Club)
1 PM	Interviews at HR (Main Office)

## DELETE A MEETING RECORD

This option is found in the action bar and allows you to delete a meeting record for the day displayed in the calendar.

You are required to select the meeting time (from a drop-down list of already scheduled meeting time slots) for the meeting you wish to delete.

Pressing the DELETE RECORD button will delete the selected record and take you back to the initial screen.

Clicking the android device Back menu at the bottom will take you back to the initial screen without deleting the record.

**Change meeting details**

**Monday 30 November 2020**

6 AM

Enter MEETING DESCRIPTION

Use dropdown for MEETING LOCATION

Enter fields for a new meeting record for this date

**SAVE**

Time	Meeting (Location)
6 AM	Wake up (Home)

## UPDATE A MEETING DETAILS

This option is found in the overflow menu and allows you to change the description and location of a meeting record for the date being displayed on the calendar.

You are required to select the meeting time (from a drop-down list of scheduled meeting time slots) of the meeting time for the meeting you wish to update.

You are required to, enter a new meeting description, and select a new location from a drop-down list.

Pressing the SAVE button will change the selected record and take you back to the initial screen.

Clicking the android device Back menu at the bottom will take you back to the initial screen without changing the record.



### **MOVE ALL OF THIS DAY'S MEETING**

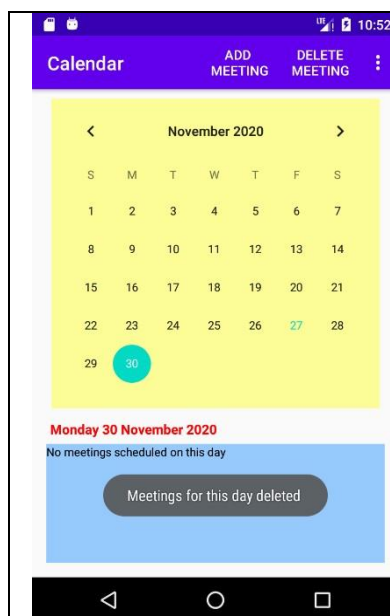
This option is found in the overflow menu and allows you to move all meetings from the date being displayed on the calendar to a future date.

Before this is executed, you are required to confirm that you want to carry out this action.

If the date being displayed on the calendar is a week-day, the meetings are moved to the next week day.

If the date being displayed on the calendar is a week-end day, the meetings are moved to the next week-end day.

If a meeting is already scheduled in a particular time slot in the future day, that meeting will not be moved and you will be informed.

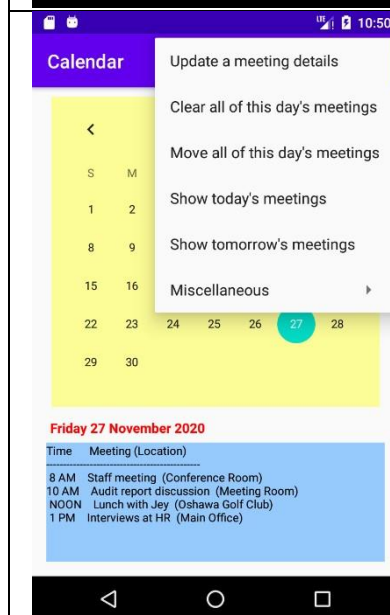


### **CLEAR ALL OF THIS DAY'S MEETING**

This option is found in the overflow menu and allows you to clear all of the meetings from the date being displayed on the calendar.

Before this is executed, you are required to confirm that you want to carry out this action.

Once you confirm you wish to clear the meetings, they will be deleted, and you'll get a message "Meetings for this day deleted"



### **SHOW TODAY'S MEETINGS**

This option is found in the overflow menu and allows you to move from wherever you are on the calendar to the current date (Today). The meetings scheduled for today are also shown in the window below the calendar.

### **SHOW TOMORROW'S MEETINGS**

This option is found in the overflow menu and allows you to move from wherever you are on the calendar to tomorrow's date. The meetings scheduled for tomorrow are also shown in the window below the calendar.



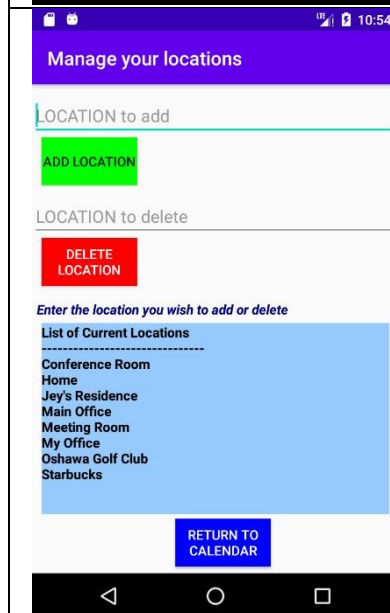
### MASS DELETE ALL MEETINGS

This option is found in the overflow menu under the Miscellaneous sub-menu and allows you to delete all the meetings in your database.

Use this option with care because, once deleted, these records cannot be retrieved.

Before this option can be executed, you are required to confirm that you want to carry out this action as shown in the screenshot. If you click "Yes", you will get a message informing you of the number of records deleted.

If you click "No" or the android device Back menu at the bottom, you will be directed back to the Initial screen.



### MANAGE YOUR LOCATIONS

This option is found in the overflow menu under the Miscellaneous sub-menu and allows you to manage your valid locations.

On selecting this option, you get a screen which allows you to either add or delete a location. Each time you add or delete a location, the "List of Current Locations" will be updated.

You can add or delete as many locations as you wish before you choose to "RETURN TO CALENDAR".

Clicking the android device Back menu at bottom will have the same effect as "RETURN TO CALENDAR" as it will take you back to the initial screen.