

## Transcript: Meeting on Meeting Scheduler Integration Feature

**Date:** November 30, 2024

**Time:** 10:00 AM - 10:30 AM

**Attendees:**

- Kaushik Tiwari (Product Manager)
  - Priya Mehta (Lead Developer)
  - Rahul Sharma (UX/UI Designer)
  - Ankit Kumar (Backend Developer)
  - Sanya Gupta (QA Engineer)
- 

**10:00 AM - Kaushik Tiwari:**

*Welcome everyone, thanks for joining this meeting. The focus today is on the upcoming feature for integrating a meeting scheduler into our app. I know we're all excited about this, so let's dive right into the details.*

**10:01 AM - Priya Mehta:**

*I've reviewed the requirements, and I think we need to make sure the scheduler is user-friendly and integrates seamlessly with Google Calendar, Outlook, and other popular platforms. Also, it should have a way to set availability, send invites, and allow rescheduling.*

**10:03 AM - Rahul Sharma:**

*For the UI, we should prioritize simplicity. The users will need to easily choose available times, add meeting details, and select attendees. I propose a clean, calendar-style interface with a few customization options for users.*

**10:06 AM - Kaushik Tiwari:**

*Sounds good. I think we should also add a feature to show real-time availability when someone tries to schedule a meeting. What do you think about displaying a color-coded availability chart on the main screen of the scheduler?*

**10:08 AM - Ankit Kumar:**

*For the backend, we'll need to sync with the third-party calendar APIs. We can use OAuth for authentication and ensure the app fetches user data securely. We also need a mechanism to handle edge cases like double-booked times or unavailable meeting slots.*

**10:12 AM - Sanya Gupta:**

*From a QA perspective, we'll need to test the integration with all major calendar services. There are a lot of potential edge cases, especially when dealing with time zones. I recommend setting up a separate test environment for that.*

**10:15 AM - Priya Mehta:**

*We should also consider error handling for scheduling conflicts or API failures. I suggest showing the user a message if their meeting couldn't be scheduled, with options to try again or reschedule.*

**10:18 AM - Rahul Sharma:**

*On the design side, I think we could include tooltips or pop-ups explaining the different features like availability settings and meeting reminders. We want to make sure the user knows exactly what's happening at each stage.*

**10:20 AM - Kaushik Tiwari:**

*Great points! I'll make sure to keep the stakeholders updated with design mockups and progress. Let's aim for an MVP first—basic integration with Google Calendar, ability to view availability, and reschedule meetings.*

**10:23 AM - Ankit Kumar:**

*I agree. For the MVP, we'll focus on Google Calendar integration first and expand from there. I'll start working on the API integration and the backend structure.*

**10:25 AM - Sanya Gupta:**

*I'll start writing the test cases for the Google Calendar integration and the edge cases we discussed. It would be great if we could have a testing framework ready once the basic integration is done.*

**10:27 AM - Kaushik Tiwari:**

*Perfect. Let's plan to have an internal review by the end of next week. Rahul, can you share the UI concepts by Tuesday?*

**10:28 AM - Rahul Sharma:**

*Sure, I'll have the initial mockups ready by Tuesday morning.*

**10:30 AM - Kaushik Tiwari:**

*Thanks, everyone. Let's keep up the momentum. I'll send out a follow-up email with the meeting notes and action items. See you all in the next sync.*