




# Automated Meeting Room Booking System

BY -  
DIM



Automated meeting room systems offer a streamlined solution to handle this task, transforming how organizations book, manage, and utilize their meeting rooms. These systems integrate with calendar tools and provide functionalities that make room management seamless and efficient.

With automated meeting room systems, organizations can:

- **Create** new meeting spaces quickly and easily.
- **Manage** existing rooms by adjusting settings and configurations.
- **Update** or **edit** room details as needed to adapt to changing requirements.
- **Allocate credits** for room usage, if applicable, to streamline resource allocation.
- **Schedule** meetings efficiently, avoiding conflicts and ensuring optimal use of available spaces.
- **Check-In and Usage Monitoring:** Tracks room usage and attendance, and may require users to check in to confirm their reservation, helping to free up underused spaces.

This technology not only enhances operational efficiency but also improves the overall meeting experience by ensuring rooms are ready and equipped as needed.

# USER FLOW

The **Login Page** is where users access the website by entering their credentials. The system checks whether the user is an **Admin, Manager**, or **Member** based on their login information. Depending on their role, users are redirected to the appropriate dashboard that provides access to functionalities tailored to their responsibilities.

### Login

Email

Password

☐ Remember Me

Login

[Forgot Password?](#)

[Sign Up](#)

# Admin Dashboard

Dashboard

Create Room

Edit Room

View All Rooms

Manage Users

## Welcome to the Admin Dashboard

### Create Room

Add a new meeting room with specific amenities and seating capacity.

### Edit Room

Modify existing meeting rooms' details and amenities.

### View All Rooms

See a list of all available rooms and their details.

### Manage Users

View and manage user roles and permissions.

The **Admin Dashboard** offers a comprehensive suite of tools for administrators to manage meeting rooms. Admins can create new rooms by entering details such as room capacity and available equipment, view a list of existing rooms, edit room information, and oversee overall room management. This central control panel ensures that all room-related tasks are handled efficiently.

# Admin Dashboard

- Dashboard
- Create Room
- Edit Room
- View All Rooms
- Manage Users

An Admin  
can create  
new rooms



### Training Room

Capacity: 15 people

Amenities: Projector, Whiteboard, WiFi



### Conference Room

Capacity: 10 people

Amenities: Conference Call, TV, WiFi



### Meeting Room

Capacity: 8 people

Amenities: Whiteboard, Coffee Machine, Wa



## Create New Room

Room Name:

Seating Capacity:

Amenities:

- ☐ Projector ☐ WiFi ☐ Conference Call ☐ Whiteboard ☐ Water Dispenser ☐ TV ☐ Coffee Machine

Upload Room Image:

Choose File No file chosen

Create Room

Admin Dashboard

Dashboard

Create Room

Edit Room

View All Rooms

Manage Users

An Admin  
can modify  
existing  
rooms

Welcome to the Admin Dashboard

Available Rooms



Training Room

Capacity: 15 people

Amenities: Projector, Whiteboard, WiFi



Conference Room

Capacity: 10 people

Amenities: Conference Call, TV, WiFi



Meeting Room

Capacity: 8 people

Amenities: Whiteboard, Coffee Machine, Wa



Modify Existing Room

Search Room by Name:

Admin Dashboard

Dashboard

Create Room

Edit Room

View All Rooms

Manage Users

An Admin  
can view all  
the available  
rooms

Welcome to the Admin Dashboard

Available Rooms



Training Room

Capacity: 15 people

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Conference Room

Capacity: 10 people

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Meeting Room

Capacity: 8 people

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# Admin Dashboard

- Dashboard
- Create Room
- Edit Room
- View All Rooms
- Manage Users

An Admin  
also can  
manage  
other users

## Welcome to the Admin Dashboard

### Manage Users

Search

#### John Doe

Email: john.doe@example.com

Phone: 123-456-7890

Role: Manager

Edit

#### Jane Smith

Email: jane.smith@example.com

Phone: 987-654-3210

Role: Member

Edit



# Manager Dashboard

Dashboard

Book Room

View Schedule

Update Credits

## Welcome to the Manager Dashboard

### Book Room

Reserve a meeting room based on your requirements such as date, time, and amenities.

### View Schedule

Check your upcoming meetings and room bookings.

### Update Credits

Manage and view your remaining credits for booking rooms.

The **Manager Dashboard** focuses on booking and managing room credits. Managers can schedule meetings, view upcoming room reservations, and adjust room credits as needed. This dashboard simplifies the process of organizing and overseeing room usage while ensuring proper credit management for room resources.

# Manager Dashboard

Dashboard

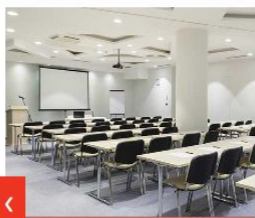
Book Room

View Schedule

Update Credits

A Manager  
can book  
rooms for  
meetings

## Available Rooms



### Training Room

Capacity: 6

Amenities: Projector,  
Whiteboard



### Seminar Room

Capacity: 8

Amenities: WiFi, Conference  
Call, Projector



### Conference Room

Capacity: 12

Amenities: TV, Coffee  
Machine, Projector



### Meeting Room

Capacity: 10

Amenities: Projector,  
Whiteboard, WiFi



### Office Space

Capacity: 20

Amenities: TV, Coffee  
Machine, Water Dispenser

## Room Booking

Select Room:

Training Room

Date:

dd - mm - yyyy

Time:

-- : --

Book Room

Manager Dashboard

Dashboard

Book Room

View Schedule

Update Credits

A Manager  
can view the  
schedules of  
different  
rooms

Welcome to Manager Dashboard

Your Schedule

Conference Room

Date: 2024-09-01

Time: 10:00

Capacity: 12

Amenities: TV, Coffee Machine, Projector

Training Room

Date: 2024-09-03

Time: 14:00

Capacity: 6

Amenities: Projector, Whiteboard

# Manager Dashboard

Dashboard

Book Room

View Schedule

Update Credits

A Manager  
can also  
update  
credits for  
the rooms

Welcome to Manager Dashboard

Current Credits: 2000

Reset Credits

# Welcome to Member Dashboard

## Your Meeting Schedule

**Room:** Conference Room  
**Date:** 2024-09-05  
**Time:** 10:00  
**Duration:** 2 hours

**Room:** Meeting Room  
**Date:** 2024-09-06  
**Time:** 13:00  
**Duration:** 1.5 hours

**Room:** Seminar Room  
**Date:** 2024-09-07  
**Time:** 15:00  
**Duration:** 1 hour

The **Member Dashboard** is designed for individual users to manage their personal schedules. Members can view their upcoming meetings and room reservations in a clear, organized format. This page helps users keep track of their own bookings and manage their participation in scheduled events.

# Your Meeting Schedule

**Assigned By:** John Doe  
**Context:** Quarterly financial review meeting to discuss Q2 results and forecast for Q3.

<b>Meeting Room</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
	2024-09-06	13:00	1.5 hours

<b>Seminar Room</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
	2024-09-07	15:00	1 hour

A Member will be able to view his schedules

# Our DIMs who helped us create this project



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