**Dependencies**

* Integration with RBC’s user directory for secure identity management
* Role-based permissions model (Owner, Viewer, Editor)
* Secure data-sharing mechanism compliant with RBC policies
* UI components to display and manage access preferences

**Acceptance Criteria**

1. **Access Options** – Banker can select from:  
   * *Only invited members* (with ability to add/remove individuals)
   * *Anyone within my team*
   * *No one can access*
2. **Member Management** – Ability to search, add, and remove colleagues as invited members, with roles displayed (Director, VP, Associate, etc.)
3. **Client-Specific Sharing** – Banker can restrict calendar access to specific clients (e.g., “Meta, Adobe”)
4. **Confirmation & Persistence** – Changes are saved and persist across sessions until updated
5. **Audit Trail** – All changes to calendar access settings are logged for compliance review

**Business Requirements**

* Access settings must apply consistently across both Outlook desktop and web add-in
* Default sharing setting must be “Only invited members” for security
* Visual indicators must show who currently has access and for which clients
* User must be able to reset preferences to default at any time

**Definition of Done**

* Verified end-to-end: Banker updates preferences → access reflected for invited users (or denied for non-authorized users)
* Confirmed persistence across sessions and devices
* Passes compliance/security testing for client confidentiality
* Meets latency and usability requirements for quick access control changes