# Feature Name (Schedule Meetings)

## Feature Process Flow / Use Case Model

## Use Case(s)

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| **Use Case ID:** | 5.1.6 | | | |
| **Use Case Name:** | Schedule Meetings | | | |
| **Created By:** | Matthew Hill | | **Last Updated By:** |  |
| **Date Created:** | 9-14-18 | | **Last Revision Date:** |  |
| **Actors:** | | User (Business Guest).  System. | | |
| **Description:** | | Schedule a time and rent a room for business meetings | | |
| **Trigger:** | | User opens guest portal. | | |
| **Preconditions:** | | 1. User needs to be logged out. 2. System needs to be online. | | |
| **Postconditions:** | | 1. User needs to be logged out. | | |
| **Normal Flow:** | | 1. User opens guest portal. 2. User inputs room number. 3. User submits input. 4. System validates user’s input. 5. System prompts user for desired operation. 6. User selects “Schedule a meeting” option. 7. System displays information regarding available vacant meeting rooms and available timeslots. 8. User selects room and time. 9. System confirms the User’s choice. 10. User confirms. 11. User logs out of the system. | | |
| **Alternative Flows:**  **[Alternative Flow 1 – Not in Network]** | | *Step 4: If user’s log-in input is invalid,*   1. *System prompts user to re-enter valid data.* 2. *User submits input.* 3. *System validates user’s input.* 4. *Input is valid, use case resumes on step 5.*   *Step 10: If user cancels their selected room and time.*   1. *System acknowledges user’s decision.* 2. *Use case resumes on step 7.* | | |
| **Exceptions:** | |  | | |
| **Includes:** | | Steps 1-5 are included with all use cases involving use of the guest portal. | | |
| **Frequency of Use:** | | 1-30 times per day. | | |
| **Special Requirements:** | |  | | |
| **Assumptions:** | | User is booked into the hotel, or is a guest associated to the person renting the room.  User is also their on business reasons. | | |
| **Notes and Issues:** | |  | | |