1. Dashboard

Shelly can see all her upcoming meetings in one place. The "+" is to create a new meeting

January 2022

S	M	T	W	Th	F	S
24	25	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Schedule

11:00 AM — Biology Group Project
11:30 AM
12:00 PM
12:30 PM — Game Night
1:00 PM
1:30 PM
2:00 PM
2:30 PM

calendar
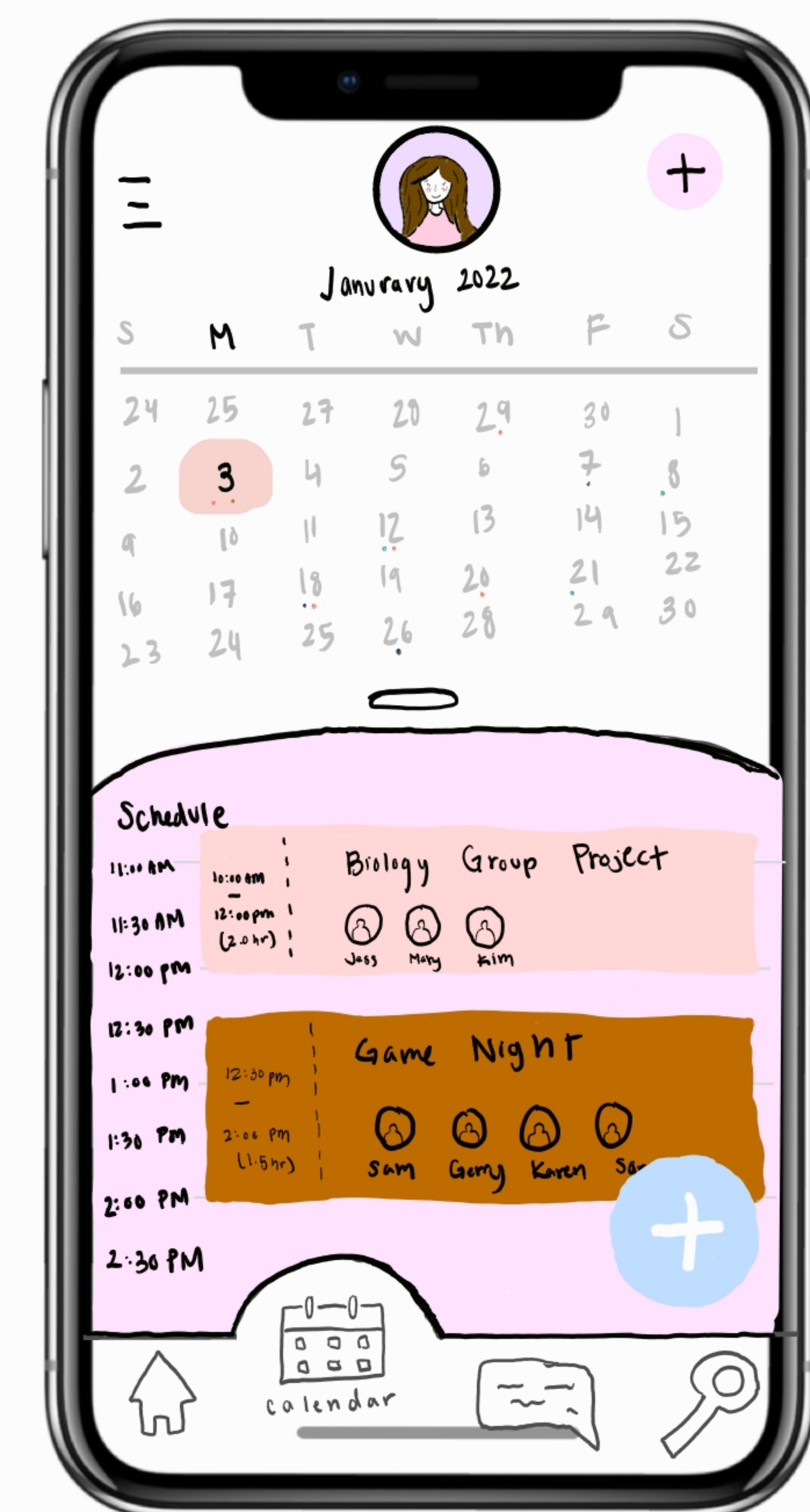
2. Meeting Details

First steps is that she has to input a name, "time zone", and "description" to go to the next steps

Create New Meeting
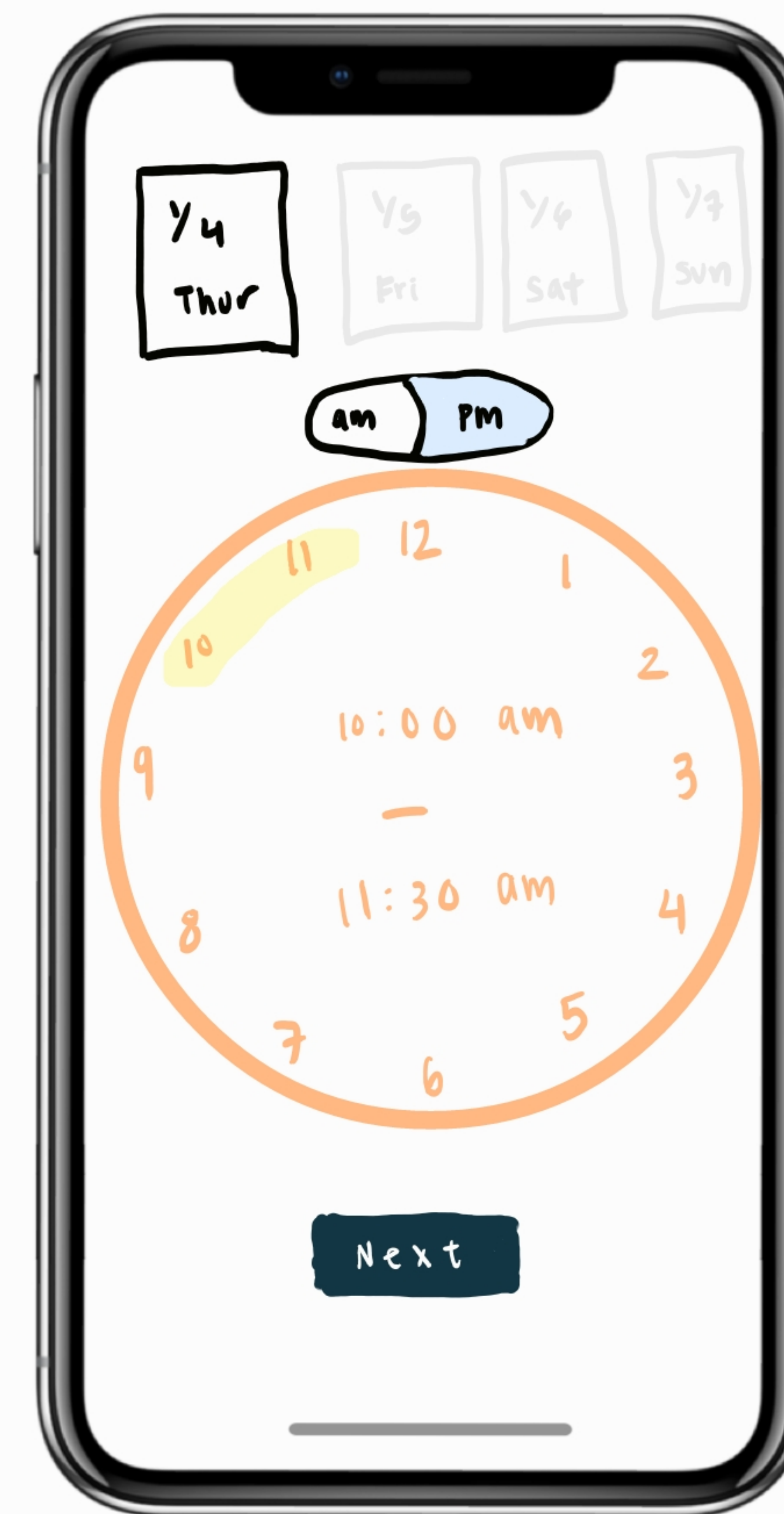
Title *

Time Zone *

Los Angeles (PST)

Description *

Next
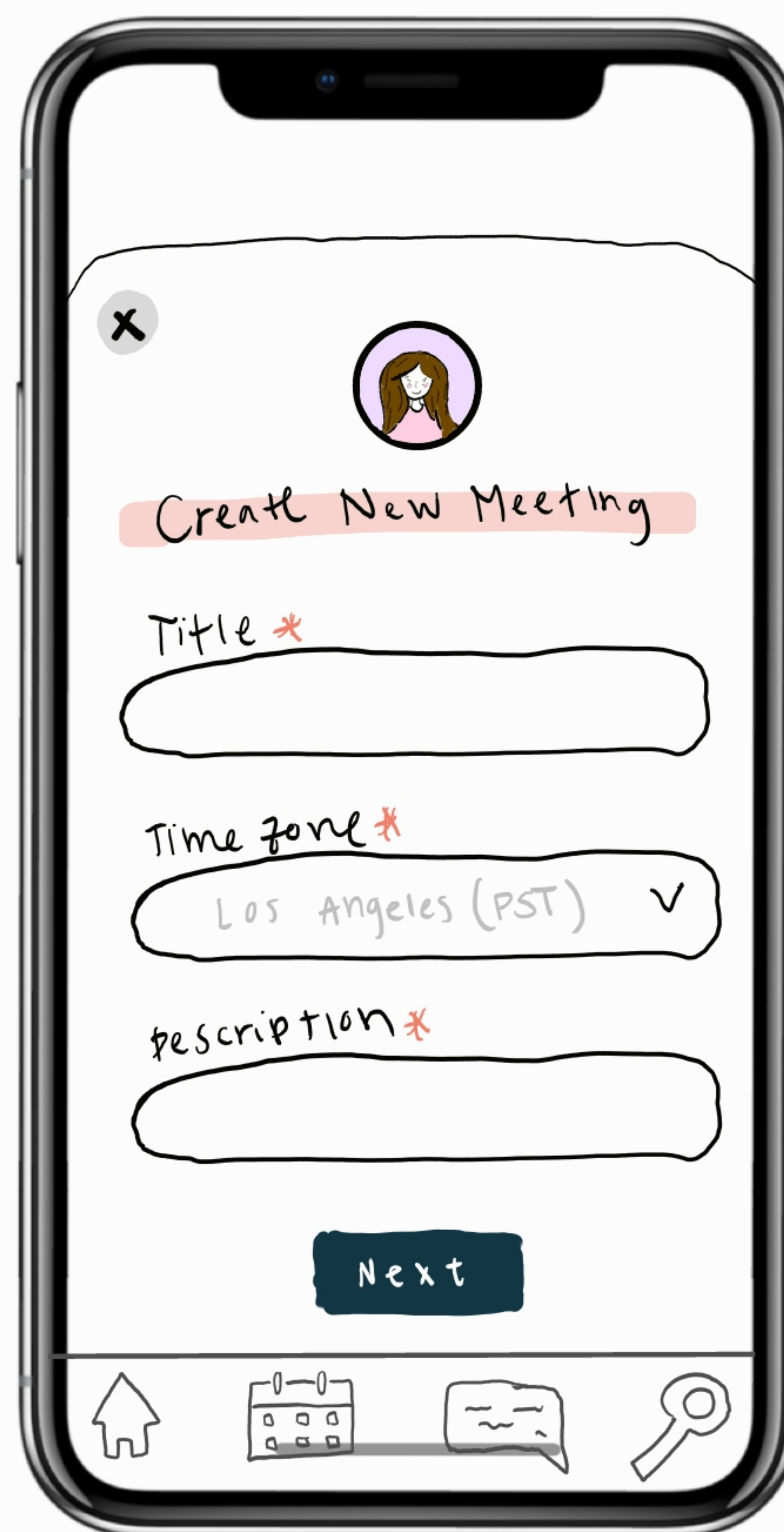
3. Select Days

Drag the days that you want team members to put their availabilities

January 2022

S	M	T	W	Thr	F	S
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Next

4. Meeting Coordinator's availabilities

Shelly will input her timeframe abilities for the days she picked

1/4 Thur   1/5 Fri   1/6 Sat   1/7 Sun

am   PM

12
11   1
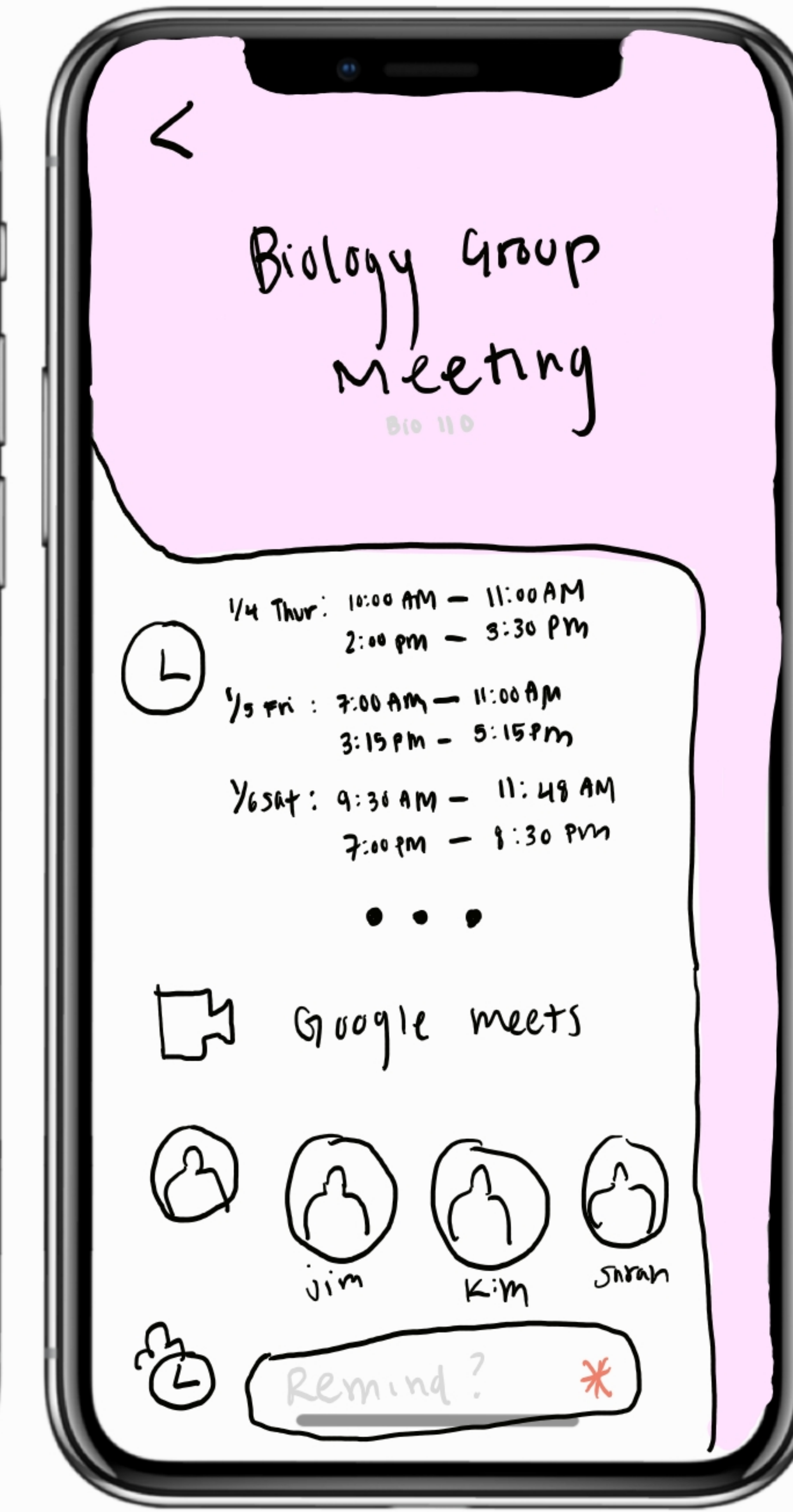10   2
9   3
8   4
7   5
6

10:00 am
—
11:30 am

Next

5. Pick members

Shelly will use members email to add them to the meeting. They can add people w/o an account by using their email

< Invite

Search email, phone, name

recent

Contacts (35)

Karen Smith
823-764-9321

Jimmy Franklin
264-784-8243

Sammy Baren
702-643-8284

Jared Redin
886-728-4365
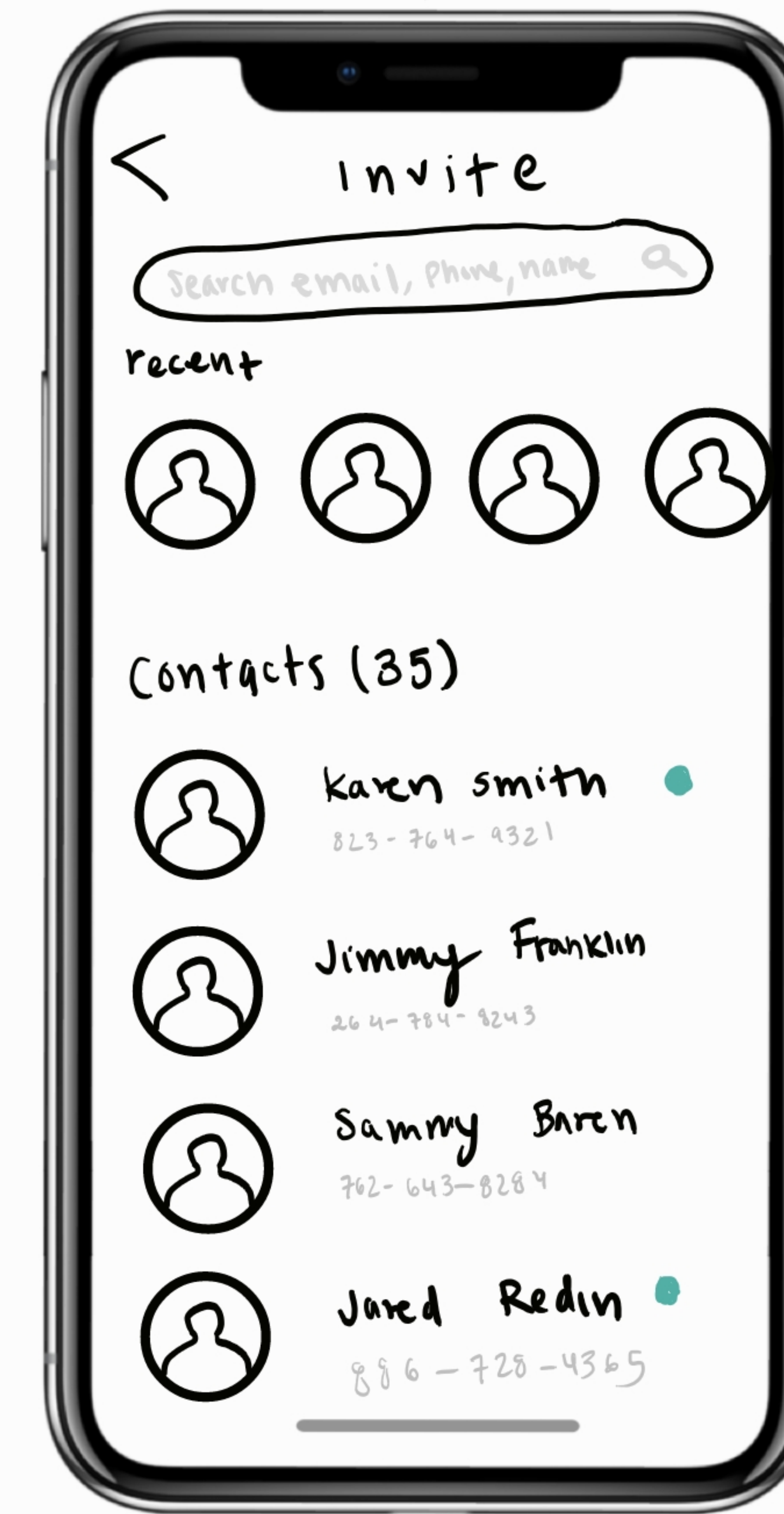
6. Summary + Edit options

This shows all inputs so that it can be sent to participants, Shelly can also put a reminder options

<

Biology Group Meeting

1/4 Thur: 1:00 AM — 11:00 AM
2:00 pm — 5:30 PM

1/5 Fri: 7:00 AM — 11:00 AM
3:15 PM — 5:15PM

1/6 Sat: 9:31 AM — 11:49 AM
7:00 PM — 1:30 PM

• • •

Google meets

Jim   Kim   Sarah

Remind?

7. Meeting Request Notification

Notifications sent to participants so that they can input their availabilities.

Thursday, Dec 20

Shelly requested your availabilities for a meeting