**Booking Management Features:**

1.Sc**hedule Meetings, Appointments, or Events:**

* Allow users to schedule meetings, appointments, or events based on availability.
* Provide a calendar view for easy scheduling and visualization.
* Support recurring bookings for regular meetings or events.

2**.Manage Booking Availability and Capacity:**

* Specify booking availability for resources such as meeting rooms, equipment, or facilities.
* Set capacity limits for each booking to ensure optimal resource allocation.
* Display real-time availability status to avoid double bookings.

3.**Send Booking Confirmations and Reminders:**

* Automatically send booking confirmations to users upon successful booking.
* Send reminders and notifications for upcoming bookings to reduce no-shows.
* Allow users to customize notification preferences.

1. **Allow Users to Cancel or Reschedule Bookings:**

* Enable users to cancel or reschedule bookings as needed.
* Define cancellation policies and procedures for managing cancellations.
* Notify relevant parties when bookings are cancelled or rescheduled.

1. **View Booking History and Upcoming Appointments:**

* Provide users with access to their booking history and upcoming appointments.
* Allow users to review past bookings, including details such as date, time, and location.
* Display upcoming appointments in a centralized dashboard for easy reference.

1. **Integrate with Calendar Applications:** Allow users to view and manage bookings directly from their preferred calendar app.?????

Booking Scenarios:

**Meeting Room Booking:**

* Allow administrators to specify meeting rooms available for booking.
* Users can view room availability and schedule meetings accordingly.
* Admins can set rules for booking duration, maximum capacity, and equipment availability.

**Gym or Fitness Class Booking:**

* Enable users to book gym sessions or fitness classes based on available time slots.
* Admins can manage class schedules, instructor availability, and class capacities.
* Users receive confirmation and reminders for their booked sessions.

**Event Space or Hall Rental:**

* Provide a platform for users to book event spaces or halls for special occasions.
* Admins can define rental rates, availability calendars, and booking policies.
* Users can view available dates, submit booking requests, and receive confirmation upon approval.