

Meet-O-Mania (Meeting Scheduler)

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Abstract— In today's fast moving world, scheduling meetings and making it a point to have everybody present for it has become a major workload. Majority of working professional in small enterprises, hospitals, schools or in metro cities don't get enough time to schedule for a particular cause in a given time, let alone make sure every required person gets the message to attend the meetings. With Meet-O-Mania, this task just becomes a lot easier.

Meet-O-Mania is an online application used on web server that will help in scheduling meetings on a departmental level. To use this, the user has to register into the application with their names, credentials and email ids. Then, the admin logs into the application with his email id, user name and password.

The scheduler approaches the admin, or the admin himself schedules the required meeting with a specific agenda. The venue and the date is mentioned along with the person initiating the meeting. The scheduled meeting should not overlap with any other meeting.

After the meeting is held, an audio tape of the same is recorded and uploaded, along with all the outcomes of the meeting. Any user can refer to them in future for assistance.

Keywords— Meeting Scheduler and Planner (MSAP)

1. INTRODUCTION

Use of web through smart phones & web applications have become very popular these days. The paper intends to provide a solution for accommodating this very uprising technology to schedule meetings in a closed group making it easier, user friendly and personal. This application will also enable the users to see past meetings and derive conclusions, videos, Audios, or text files of the very same.

This, not only will make the web application sustainable, but also will create a provision for the users to refer to past meetings and discussions to make present decisions based on the past ones.

The admin will be the one to schedule meetings, and uploading the conclusion in the past meetings tab.

The application uses the language PHP, which makes it client oriented, and makes uploading of audio and video very easy as compared to other languages.

In earlier times, for any specific meeting, case in point in a college level, the respective scheduler had to approach all the head of departments to invite specific teachers/students/faculty for a particular meeting. Later, any changes or amendments in the meeting scheduled would also be had to conveyed physically and most importantly, individually.

Also, in this old manner of scheduling meetings, the past discussions or conclusions couldn't be stored or accessed as well.

This application will eliminate the time required to physically go to every person or department to invite for a meeting, and will save phonic invites as well. The paper will provide smart & intelligent solution to do all the above problems.

It's completely user friendly and at the same time feasible for each and every meeting.

II. BUSINESS IDEA & IMPLEMENTATION

A. Scope

The future scope of this application is wide in respective to the upcoming enterprises. We can select the invitees on the basis of their professions and their posts. Only the invited person can access the upcoming meeting he was invited to. But every single person can access the past meetings and refer to them for future uses. It can be expanded to a larger section, and a lot of functionalities can be added to the application. Some of them being the following:

B. Future Scope and Future Functionalities

The future has endless possibilities, and the specific requirements that we may require may have different approaches for each individual. But some of the future functionalities that could be added are:

- a) Live Video Streaming of the meetings would be much more helpful for the people who are unable to attend the scheduled meetings.
- b) Pings on text messages or emails, is another future scope. Phone numbers and email ids could be synced with the application so that a message could be generated for the invitees as a text message or a email could be sent on their email ids.
- c) Feedback Options are also another future objectives which can be accommodated in the application to keep note of whoever is sure to attend the meeting, cant, and cannot make his mind on it.

II. WORKING OF THE SYSTEM

Step Wise:

STEP I: Sign up

Signing up is the foremost and the easiest step. In this step, some fields are required to be filled like Name, Posy, Email id, Phone number and password. This is then saved in the directory 'users' in mysql.

STEP II: Scheduling

Scheduling is the task of the only admin. Anyone wanting to schedule the meeting should go to the admin and ask him to schedule the meeting providing him with the agenda, date, time, day, list of invitees, location and duration of the meeting.

All the scheduled meetings get saved in the directory 'upcoming meetings' in mysql on our server.

STEP III: Upcoming Meetings

The upcoming meetings are only visible to the person who is invited. An individual can be invited only if they've signed up in the first place in the application. Meetings dated after the current date are only visible in upcoming meetings.

STEP IV: Past Meetings

The past meetings tab is handled by the admin as well. He manages the details of the past meetings, conclusion, uploads videos, audios or text files and makes sure they are accessible by all the users. Meetings dated before the current date can only be included in the past meetings.

III. APPLICATION DOMAIN

- WEB BASED
- MOBILE BASED

WEB BASED:

In computers, web based application or web app is a client-server software application in which the client(or user interface) runs a web browser. In the designed project "MEET-O-MANIA" the present scope extends to a web based application in which we have used a web based server to deploy the application. Common web applications included webmail, instant messaging services and many other functions. In our application we have used XAMPP server, in which, X stands for all interfaces, meaning it can work on linux, windows, ios, etc. A means Apache, M means Mysql for the database, P means pHp and P implies Perl.

MOBILE BASED:

A mobile app is a software application developed specifically for use on small, wireless computing devices, such as smart phones, laptops, tabs, etc. The Mobile application for our designed project "MEET-O-MANIA" is still under development which is the only reason we have used XAMPP server for the development of our project because with the use of it we can run our application not only on laptops and personal computers but also on mobile phones. Mobile apps are designed with consideration for the demands and constraints of the devices and also to take advantage of any specialized capabilities they have. With the casting of this web based app into a handy mobile app, the scheduler or the admin can send invitations with ease and the invitees will get the ping of the scheduled meeting on their mobile phones which will be connected to their e-mails.

The mobile based application will work in a similar fashion to the web based application with the advantage of being handy.

IV. FUNCTIONALITIES

- **Login:** In this, the admin is the primary actor and the system will be the secondary actor and it must know the flow chart of the meeting scheduler and must be authenticate to login. In this, the admin itself can be the scheduler or it can help the scheduler in scheduling the meeting. In order to authenticate the admin should provide with the correct username and password and then only it can sign in to the application. In case of wrong username or password, an error message will be displayed on the screen of the user.

- **Scheduling :** The primary actor is the admin and the secondary actor is the scheduler which means either the admin can schedule the meeting or the scheduler can do the same with or without the help of the admin. The meeting should be scheduled with keeping below points in mind-

- Meeting should have a specific agenda.
- Name of the meeting initiator should be mentioned.
- Date, time and venue of the meeting should be mentioned and be feasible.
- Meeting's duration should be mentioned.
- Two meetings should not overlap.
- A proper record should be maintained of the scheduled meeting.

- **Registration :** The primary actor is the user and the secondary user is the application. In order to register with the application the user should be a part of the department. The user must provide with its name and email address to register after which they will be added to the directory and will be enabled to be sent invites. All the registered users can attend the meetings.

- **Inviting :** The primary actor is the scheduler and the secondary actor is the application. All the invitees should be a part of the department, registered with the application and must be relevant to the meeting in order to get the invitation. All the invitees must receive the

invitation and there must be a limitation to the number of people attending the meeting (Max = 40, min = 8). Invites should contain the agenda of the meeting, time and venue.

- **Acceptance :** The primary actor are the invitees and the secondary actor is the application. Once the invitation had been sent , the invitee chooses to accept or decline the invitation looking at the number of stars given to the meeting. The two options available are :
 - o Accept
 - o Decline

- **Database Maintenance:**

Users inventory Table:

The inventory table will have all the users who will sign up in the application, along with their full names, department, designation, contact number, email ids and passwords. They will also be organised in the inventory as and when the person signs up.

Users registered in the application will be the only ones who can access the meetings and retrieve the past meetings along with the conclusion, text files, audios and videos.

Upcoming Meetings inventory Table:

The meetings inventory table will have all the scheduled meetings along with agenda of the meeting, date of the meeting, time at which meetings shall be scheduled, venue at which it'll be held and the meeting's duration. Upcoming meetings will only be visible to the invitees who have been invited and have registered in our application. Upcoming meetings will be displayed according to their dates from the current date. Any upcoming meeting scheduled cannot be less than the current date.

Past Meetings inventory Table:

The past meetings inventory will have the past meetings details, which has the agenda, date, time, venue, duration and the list of invitees. It will also contain additional details about the meetings like conclusion, text files, audio, and video. The admin is mainly responsible to maintaining the past meetings inventory table as well. The past meeting shall always be dated before the current date.

- **Non-functional Requirements**

Performance Requirements

We wish to maintain a good maintainability index,

systematic datewise meetings and a proper directory of the past records which will be organised date-wise and shall contain only the relevant information. All this information along with the application is also compatible in all platforms like linux, windows and ios.

Safety Requirements

Safety requirements are taken care by the server company on which the application will be deployed. Also we make sure the database doesn't crash and has the capacity to contain all the information in itself. For safety, another added advantage is due to the Login privilege in our system.

Security Requirements

Security requirements are taken care of by server company on which the application will be deployed. Authentication should be maintained by making sure that only the registered users can access the application and log into it. Admin is only one and has a particular id and password. Only he has the ability to schedule the meetings, update the past meetings and upload videos and audios. Additionally, the anti-virus in our systems can also be linked to our server and make the application secure.

Software Quality Attributes

When project stage one will be realized, the system will be flexible to the needs of the user. It will be easy to maintain for the admin and system will provide reliable results. We also analyse the risks and make the system suitable for long term deployment. It is also an iterative process model and can be developed with time and requirement. Because the modelling of our system is also incremental, it can accommodate processes one after another.

Business Rules

Only Admin of the system will be able to add/delete new/existing components of the system. It will create flexibility in the corporate field and hence, is very efficient to work with. It has a client server approach which makes it load resistant.

V. TECHNOLOGY USED:

SOFTWARE:

1. Styling HTML with CSS

CSS stands for Cascading Style Sheets. CSS describes how HTML elements are to be displayed on screen,

paper, or in other media. CSS saves a lot of work. It can control the layout of multiple web pages all at once. CSS can be added to HTML elements in 3 ways:

- **Inline** - by using the style attribute in HTML elements
- **Internal** - by using a <style> element in the <head> section
- **External** - by using an external CSS file

2. Coding with PHP

PHP is a server scripting language, and a powerful tool for making dynamic and interactive Web pages. PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP. PHP code may be embedded into HTML or HTML5 mark-up, or it can be used in combination with various web template systems, web content management systems and web frameworks.

3. Database Using MySQL

MySQL is the most popular database system used with PHP. The data in a MySQL database are stored in tables. A table is a collection of related data, and it consists of columns and rows. PHP combined with MySQL are cross-platform (you can develop in Windows and serve on a Unix platform)

4. Server Used

XAMPP is a free and open source cross-platform web server solution stack package developed by Apache HTTP Server MariaDB database, and interpreters for scripts written in the PHP and Perl programming languages. XAMPP stands for cross-platform (X), Apache (A), MariaDB (M), PHP (P) and Perl (P). It is a simple, lightweight Apache distribution that makes it extremely easy for developers to create a local web server for testing and deployment purposes

HARDWARE:

Cache memory of the system will be used for storage, and would require minimum of 128 plus megabytes of memory, keyboard and monitor for inputting and showing the output respectively. Audio recorder for recording of the meetings. Video recorder for recording videos.

VI. GOALS

- Build a better network of schedulers
- System should be consistent
- Place user in control
- Design GUI

VII. LIMITATIOS

- Only synced contacts can be accessed
- Schedulers cannot access page directly
- Last moment decision whether to go or not cannot be maintained
- No two meetings can collide
- Only one admin at a time

CONCLUSION AND FUTURE WORK

The solution successfully solves the problem mentioned in the abstract. The application schedules the meetings with the help of a scheduler and then updates all the invitees of the upcoming meetings showing the date, duration, location, agenda and list of invitees.

It also enables all the users to refer and access the past meetings along with the meeting's videos, audios, text files and conclusion depending on the scheduler. This is also a great application for small enterprises for its secure and also on a personal basis. The videos uploaded can be used to make future decisions in the upcoming meetings as well.

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