Meeting Organizer

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Abstract:

In this paper, a semantically enriched meeting organizer system is proposed. This application is designed for organizations where communication between employees is important. This application can be used for different types of organization like any company, college, etc. Meeting organizer is being developed to reduce the unnecessary paper work and ease the process of scheduling the meeting. This system will also contain rescheduling process, where if a meeting gets cancelled it can be rescheduled. Various factors will be taken into account while rescheduling the meeting like members are available or not, room is available or not to name a few. Chatting window is also provided in this system if the meeting is to be conducted online rather than meeting in person. Reports will also be shown on the dashboard to track the employee's progress.

Keywords: Semantically, schedule, reschedule, chatting window.

I. INTRODUCTION

Even today at many organizations, companies, or even colleges a lot of paper work is done while scheduling a meeting. The paper is circulated among the members who have to attend the meeting which contains some information regarding the meeting. This consumes a lot of time and increases paper work. And if a meeting gets cancelled rescheduling becomes more confusing and requires more time. So to ease this process of scheduling the meeting Meeting organizer is developed. This system will let you schedule the meeting by showing the members availability, room availability when a new meeting is created on some particular date. Whenever we are going to create a new meeting we will enter the domain i.e, on what related topic the meeting is to be conducted. And according to the domain selected the members that have that domain information will be automatically selected. Their domain knowledge will be fetched from their profile. If the members are not available or room is not available then the meeting will eventually get cancelled. So, if a meeting gets cancelled, we also have an option of rescheduling it. When we want to rechedule the meeting a table gets displayed where the members which are selected for the meeting, their availability on th new date of the meeting and rooms available is displayed. Then we can select the most appropriate date according to our need. Sometimes it is not possible for employee's to actually meet and have a meeting. So for this problem we have also provide chatting window. It is same like any group chat where by chatting employee's can conduct their meeting. Here points will be given to every selected participant for this meeting by the person who has created the meeting. This point will also help us for making reports of the employee's for tracking their progress. These reports will be displayed on the dashboard.

II. LITERATURE SURVEY

Muhammad A. Khan, Falak Nawaz, H. Farooq, Feb 2009, "Preference based meeting scheduler which uses ontology". The meeting scheduling ontology has been constructed for describing the domain knowledge of meeting scheduling system. For describing the behavior of attendees, Semantic Meeting Scheduling System (SMSS) uses the personal ontology. Each user has priority and he has also prioritized his preferences by giving weight to his preferences. These weights are used to rank most favorable vs. least favorable time slot. This SMSS encompasses these two aspects, it actively accounts user preferences and perform sophisticated reasoning to offer scheduling options. SMSS infers most relevant list of interested attendees for a meeting and list of important person for a person. K. Saruladha, C. Priya, S. Rohini, Dec 2007, "Distributed Meeting Scheduler - A Knowledge Based Approach that Schedules Meetings". CSPs are subject of intense research in both artificial intelligence and operations research. Many CSPs require heuristics and combinational methods solve in a reasonable time. "DMS - distributed meeting scheduler" is about the design and implementation of one such application of constraint satisfaction problem - the meeting scheduling problem. This user friendly tool is developed to schedule meetings efficiently. The algorithm used in the distributed meeting scheduler paves way for negotiation of various processes on behalf of the users and comes up with an agreement on a common meeting time acceptable to all the users and abides by all the constraints set by the hosts and attendees.

III. ALGORITHM

Input:- Meeting_ID, NDate, Room

1. If "Room" is available on "NDate" then
1.   Load all selected candidates for meeting
2.   Loop through all candidates
     Get a candidate and set them as current Get all dates of future meeting of current
         candidate
         If the dates contain "NDate" then
Reject the candidate Else
     Select the candidate for re-schedule meeting
3.   Execute step "2" till finish the loop
    2. Else
         Change Re-schedule date then continue step "1"
    Output:-
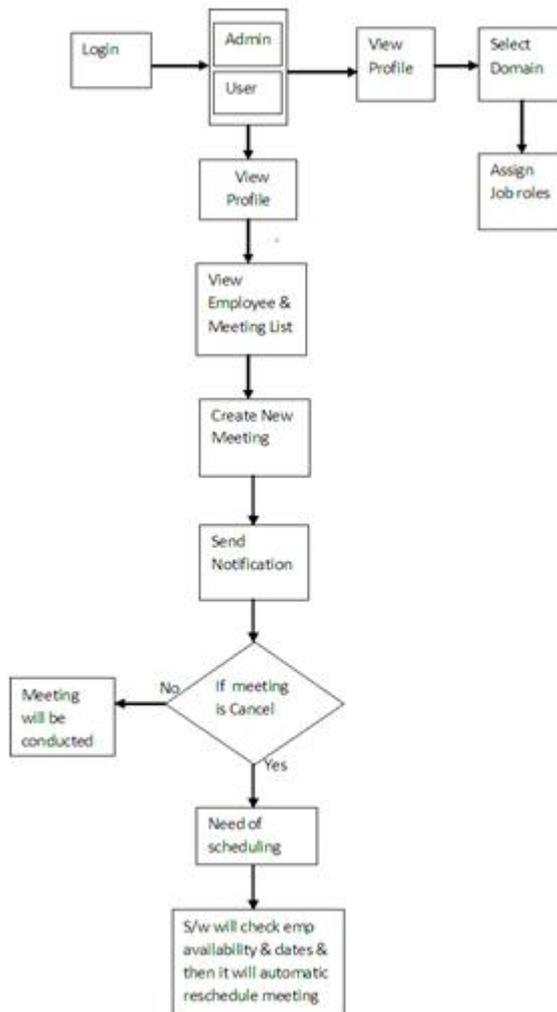   Re-Scheduling a meeting on specific date and room

IV. PROPOSED SYSTEM

Figure.1. Flow Diagram

When never this application will be used for the first time, some configurations will have to be made by the admin. For example, we are going to provide Domain list where admin has to enter the domains present in their organization, like accounts, finance, administration, etc. according to the domains present in their organization. Similarly Job role is also provided where admin has to enter the roles of job present in their organization. For example, in college admin will enter the job roles as Principal, HOD, Professors, etc. Here each job role will also have a job level from 0 to 6. Here 0 means highest job role. In college 0 will be assigned to Principal, 1 to HOD and so on. In short we will decide the hierarchy of that organization. This will help us in deciding who can schedule meeting for what level of employee's. For example, Principle can create meeting for all levels below him i.e HOD, Staff, etc. But Staff cannot create meeting for HOD's or principle as they are below in the hierarchy. When the meeting is created we have to give domain name. After entering domain the system will automatically show the employee's having knowledge about that domain. This information will be fetched from their profile. If the members are not available or room is not available then the meeting will eventually get cancelled. So, if a meeting gets cancelled, we also have an option of rescheduling it. When we want to rechedule the meeting a table gets displayed where the members which are selected for the meeting, their availability on the new date of the meeting and rooms available is displayed. Then we can select the most appropriate date according to our need. Sometimes it is not possible for employee's to actually meet and have a meeting. So for this problem we have also provide chatting window. It is same like any group chat where by chatting employee's can conduct their meeting. Here points will be given to every selected participant for this meeting by the person who has created the meeting. This points will also help us for making reports of t h e employee's for tracking their progress. These reports will be displayed on the dashboard.

V. CONCLUSION

Meeting organizer system provides an efficient way to schedule the meeting. It provides an easy way to organize meetings. It also provides rescheduling. The main features are sheduling , rescheduling of meetings, chatting window, and reports generated to track employee's progress. It provides proper sense of direction for the meetings.

VI. REFERENCES

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