APPLICATION OVERVIEW DOCUMENT

Meeting planner and scheduling system

Congratulations on completing your application definition! This document presents a summary overview of your application as defined in the Pega platform. It encapsulates the key elements of your application's design, highlighting its core functionalities and overall structure.

Please note that this is a high-level view and does not include granular details like data models or sample data. It's an ideal resource for a quick reference, facilitating discussions among team members and stakeholders, and for guiding strategic decisions in your application development process.

Blueprint ID: BP-912263

Application Context

Organization name Location Industry Language
AWS re:Invent United States Other English

Application purpose

Meeting planner and scheduling system

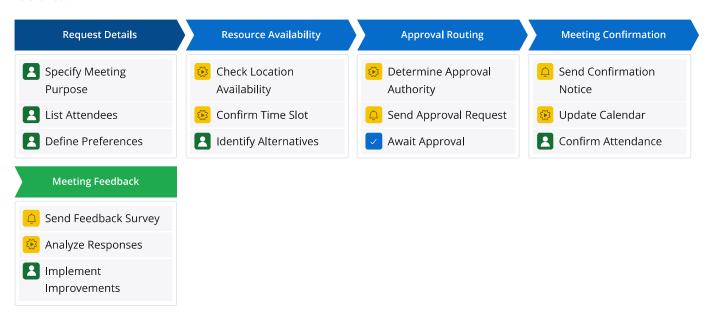
Functional description

This solution provides the management and scheduling of side meetings for the AWS re:Invent conference. It will be used by AWS Partners, customers, and AWS employees to arrange meetings at available locations when formal meeting rooms are not available.

Workflows (Case Types)

Meeting Request

Manages the process of requesting a side meeting at the AWS re:Invent conference. This includes specifying the meeting purpose, attendees, preferred location, date, and time. The request is then routed for approval based on resource availability and meeting relevance.

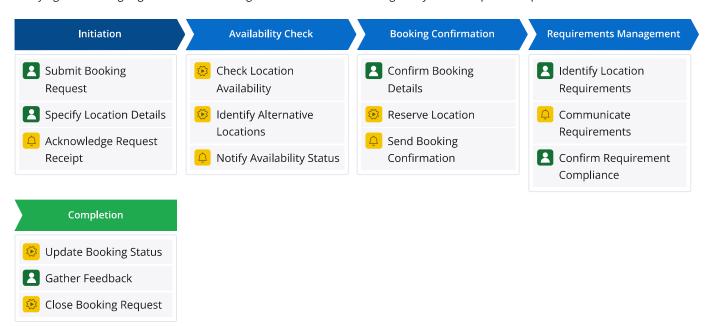


Field Name	Description	Туре	Primary
Approval Status	The current approval status of the meeting request.	Text	
Meeting Room	The physical location where the meeting will be held.	(Data)	
Meeting Title	A concise title for the meeting to quickly identify its purpose.	Text	
Attendee List	List of attendees invited to the meeting.	(Data)	
AWS Service	AWS services that will be discussed during the meeting.	(Data)	
Budget Code	The budget code to be used for the meeting expenses, if applicable.	Text	
Conference Event	Conference event related to the meeting.	(Data)	
Duration	The estimated duration of the meeting in minutes.	Integer	
Equipment Required	Any specific equipment needed for the meeting (e.g., projector, whiteboard).	Text	
Internal Notes	Internal notes for the meeting organizer or approvers.	Text	
Meeting Purpose	A detailed explanation of the meeting's objectives and expected outcomes.	Text	
Meeting Time Slot	Time slot selected for the meeting.	(Data)	
Preferred Date	The desired date for the meeting to take place.	Date	
Preferred Time	The desired time for the meeting to take place.	Time	
Special Requirements	Any special accommodations or requirements for the meeting.	Text	
Case ID	Unique identifier for this individual case instance	Text	
Case Label	Label for this individual case instance	Text	

Field Name	Description	Туре	Primary
Created by	User that created the case	Text	
Created date/time	Date/time case was created	DateTime	
Description	Description for this individual case instance	Text	
Resolved by	User that resolved the case	Text	
Resolved date/time	Date/time case was resolved	DateTime	
Urgency	Priority/urgency of the case	Decimal	
Work Status	Work status of the case	Text	

Location Booking

Handles the booking of available locations for side meetings. This involves checking location availability, reserving the space, and notifying the meeting organizer of the booking confirmation. It also manages any location-specific requirements or restrictions.

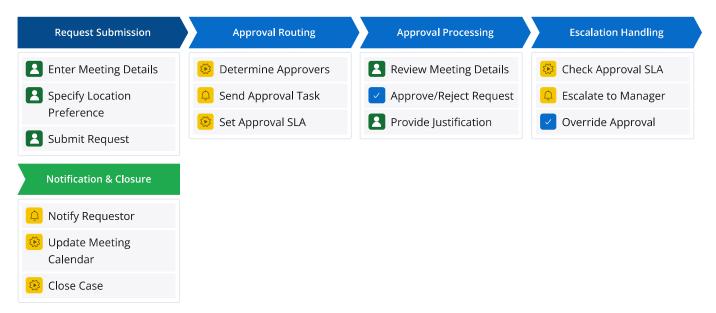


Field Name	Description	Туре	Primary
Booking End Time	The requested end time for the location booking.	DateTime	
Booking Start Time	The requested start time for the location booking.	DateTime	
Meeting Room	The meeting room to be booked.	(Data)	
Attendee List	List of attendees for the meeting.	(Data)	
Booking Confirmation	Confirmation status of the location booking.	Boolean	
Booking Notes	Any additional notes or information related to the booking.	Text	
Catering Details	Details of the catering requirements, if any.	Text	
Catering Required	Is catering required for this meeting?	Boolean	
Internal Meeting	Is this meeting for internal attendees only?	Boolean	
Meeting Organizer	The name of the person organizing the meeting.	Text	
Meeting Purpose	A brief description of the meeting's purpose.	Text	
Meeting Time Slot	The time slot selected for the meeting.	(Data)	
Number of Attendees	The estimated number of attendees for the meeting.	Integer	
Organizer Contact	Contact information for the meeting organizer.	Text	
Special Requirements	Any special requirements for the location, such as specific equipment or setup.	Text	
Case ID	Unique identifier for this individual case instance	Text	
Case Label	Label for this individual case instance	Text	
Created by	User that created the case	Text	

Field Name	Description	Туре	Primary
Created date/time	Date/time case was created	DateTime	
Description	Description for this individual case instance	Text	
Resolved by	User that resolved the case	Text	
Resolved date/time	Date/time case was resolved	DateTime	
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Meeting Approval

Orchestrates the approval process for meeting requests. This includes routing the request to the appropriate approvers (e.g., AWS employees, partner managers), capturing their decision, and notifying the requestor of the approval status. It also handles escalations if approvals are delayed.

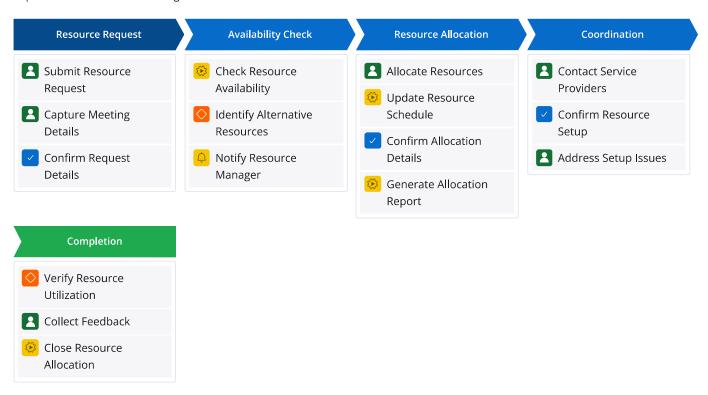


Field Name	Description	Туре	Primary
Approval Status	The current status of the meeting approval (e.g., Pending, Approved, Rejected).	Text	
Meeting Room	The meeting room requested for the meeting.	(Data)	
Meeting Time Slot	The time slot requested for the meeting.	(Data)	
Approval Date	The date on which the meeting request was approved or rejected.	Date	
Approval Reason	The reason for approval or rejection of the meeting request.	Text	
Approver Name	The name of the individual responsible for approving the meeting request.	Text	
Attendee List	List of attendees for the meeting.	(Data)	
AWS Service	AWS services to be discussed during the meeting.	(Data)	
Backup Approver	The backup approver for the meeting request.	Text	
Conference Event	Conference event related to the meeting.	(Data)	
Escalation Date	The date on which the meeting approval request was escalated.	DateTime	
Escalation Reason	The reason for escalating the meeting approval request, if applicable.	Text	
Meeting Purpose	The purpose of the meeting.	Text	
Priority Support Nee	Indicates if priority support is needed for the meeting.	Boolean	
Requestor Comments	Any additional comments or information provided by the meeting requestor.	Text	
Case ID	Unique identifier for this individual case instance	Text	
Case Label	Label for this individual case instance	Text	
Created by	User that created the case	Text	

Field Name	Description	Туре	Primary
Created date/time	Date/time case was created	DateTime	
Description	Description for this individual case instance	Text	
Resolved by	User that resolved the case	Text	
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Resource Allocation

Manages the allocation of resources (e.g., equipment, catering) for approved meetings. This involves checking resource availability, assigning resources to the meeting, and coordinating with the relevant service providers. It ensures that all necessary resources are in place for a successful meeting.

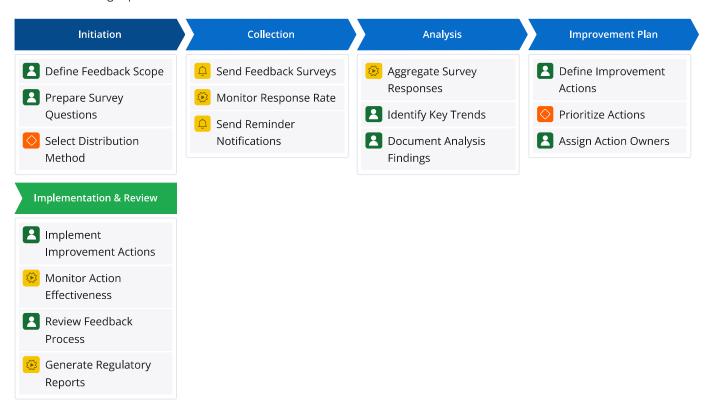


Field Name	Description	Туре	Primary
Allocation Status	Current status of the resource allocation (e.g., Requested, Approved, Assigned, Delivered).	Text	
Resource Type	Type of resource required for the meeting (e.g., projector, catering, whiteboard).	Text	
Approval Required	Indicates whether approval is required for the resource allocation.	Boolean	
Budget Code	Budget code to be charged for the resource allocation.	Text	
Catering Service	The catering service being used for the meeting.	Text	
Delivery Date	Date when the resource is scheduled to be delivered or made available.	Date	
Invoice Number	Invoice number associated with the resource allocation.	Text	
Meeting Room	The meeting room for which resources are being allocated.	(Data)	
Meeting Time Slot	The time slot for which resources are being allocated.	(Data)	
Quantity Required	Number of units of the resource needed for the meeting.	Integer	
Resource Confirmati	Confirmation number or code for the resource allocation.	Text	
Resource Cost	The cost associated with the allocated resource.	Currency	
Resource Notes	Additional notes or comments regarding the resource allocation.	Text	
Special Instructions	Any specific instructions or requirements for the resource allocation.	Text	
Vendor Contact	Contact information for the vendor providing the resource.	Text	
Case ID	Unique identifier for this individual case instance	Text	

Field Name	Description	Туре	Primary
Case Label	Label for this individual case instance	Text	
Created by	User that created the case	Text	
Created date/time	Date/time case was created	DateTime	
Description	Description for this individual case instance	Text	
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Feedback Collection

Collects feedback from meeting attendees and organizers to improve the meeting planning and scheduling process. This includes sending out feedback surveys, analyzing the responses, and identifying areas for improvement. The feedback is used to enhance the overall meeting experience.



Field Name	Description	Туре	Primary
Net Promoter Score	How likely are you to recommend this meeting to a colleague?	Integer	
Overall Satisfaction	Rate your overall satisfaction with the meeting experience.	Integer	
Attendee	The attendee providing the feedback.	(Data)	
Attendee Satisfaction	Overall satisfaction of the attendee with the meeting.	Integer	
Comments and Sugg	Provide any additional comments or suggestions for improving future meetings.	Text	
Feedback Submissio	Date when the feedback was submitted.	Date	
Meeting Feedback R	Reference to the specific meeting feedback record.	(Data)	
Meeting Format Pref	What meeting format do you prefer (e.g., in-person, virtual, hybrid)?	Text	
Meeting Relevance	How relevant was the meeting content to your needs?	Integer	
Meeting Room	The meeting room used for the meeting.	(Data)	
Speaker Quality	Rate the quality of the speaker(s) or presenter(s).	Integer	
Specific Feedback	Is there anything specific you would like to provide feedback on?	Text	
Suggestions Implem	Were any of your suggestions implemented in subsequent meetings?	Boolean	
Topic Suggestions	Suggest topics for future meetings.	Text	
Venue Suitability	How suitable was the meeting venue for the meeting's purpose?	Integer	

Field Name	Description	Туре	Primary
Case ID	Unique identifier for this individual case instance	Text	
Case Label	Label for this individual case instance	Text	
Created by	User that created the case	Text	
Created date/time	Date/time case was created	DateTime	
Description	Description for this individual case instance	Text	
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☼ Data Objects & Integrations

Meeting Room

Represents a physical location where meetings can be held. Attributes include room name, capacity, available equipment (e.g., projector, whiteboard), and location details. This data could be synchronized with a facilities management system.

Field Name	Description	Туре	Primary
Room Name	Official name or identifier of the meeting room	Text	
Location Details	Specific location details of the meeting room (e.g., building, floor, room number)	Text	
Room Status	Current status of the meeting room (e.g., available, occupied, maintenance)	Text	
Access Information	Details on how to access the meeting room (e.g., key code, access card)	Text	
Available Equipment	List of equipment available in the meeting room (e.g., projector, whiteboard, conference phone)	Text	
Capacity	Maximum number of people the meeting room can accommodate	Integer	
Layout Type	The layout of the room (e.g., theater, classroom, conference)	Text	
Room ID	Unique identifier for the meeting room	Text	
Room Type	The type of meeting room (e.g., conference room, huddle room, training room)	Text	
Support Contact	Contact information for support related to the meeting room (e.g., facilities, IT)	Text	

Meeting Time Slot

Represents a specific time slot available for scheduling meetings. Attributes include start time, end time, and availability status. This data could be linked to a scheduling system or calendar application.

Field Name	Description	Type Primary
Time Slot Label	Descriptive label for the meeting time slot	Text
Availability Status	Indicates if the time slot is available or booked	Text
End Time	The time the meeting slot ends	Time
Start Time	The time the meeting slot begins	Time
Capacity	The maximum number of attendees the time slot can accommodate	Integer
Confirmation Status	Indicates if the meeting for the time slot has been confirmed	Text
Location	The location where the meeting will take place	Text
Meeting ID	Unique identifier for the scheduled meeting	Text
Meeting Type	The type of meeting scheduled for the time slot	Text
Time Zone	The time zone for the meeting time slot	Text

Attendee

Represents a person attending a meeting. Attributes include name, contact information, company, and role. This data could be synchronized with a CRM or employee directory.

Field Name	Description	Туре	Primary
Attendee Name	Full name of the attendee	Text	
Attendee Type	Type of attendee (e.g., AWS Partner, customer, AWS employee)	Text	
Company	Company the attendee belongs to	Text	
Registration ID	Unique identifier for attendee registration	Text	
Confirmation Status	Indicates if the attendee has confirmed their attendance	Boolean	
Dietary Restrictions	Any dietary restrictions or preferences of the attendee	Text	
Email	Email address of the attendee	Email	
Job Title	Professional job title of the attendee	Text	
Meeting Role	Role of the attendee in the meeting (e.g., presenter, participant)	Text	
Phone Number	Contact phone number of the attendee	Phone	

AWS Service

Represents an AWS service that might be discussed during a meeting. Attributes include service name, description, and relevant documentation links. This data could be linked to the AWS service catalog.

Field Name	Description	Type Primary
Service Name	Official name of the AWS service	Text
Service Category	Categorization of the AWS service (e.g., compute, storage, database)	Text
Documentation Link	URL to the official AWS documentation for the service	URL
Pricing Information Link	URL to the AWS pricing page for the service	URL
Service Description	Detailed description of the AWS service and its capabilities	Text
Service Launch Date	Date when the AWS service was officially launched	Date
Service Region Availability	AWS regions where the service is currently available	Text
Service SLA	Service Level Agreement details for the AWS service	Text
Service Status	Current operational status of the AWS service	Text
Service Use Cases	Common use cases and scenarios for the AWS service	Text

Conference Event

Represents a conference event or session that might be related to a meeting. Attributes include event name, description, time, and location. This data could be synchronized with the conference schedule.

Field Name	Description	Туре	Primary
Event Name	Official name of the conference event or session	Text	
Event ID	Unique identifier for the conference event	Text	
Location	Physical location or venue where the event is held	Text	
Start Time	Scheduled start time of the conference event	DateTime	
Capacity	Maximum number of attendees allowed for the event	Integer	
End Time	Scheduled end time of the conference event	DateTime	
Event Description	Detailed explanation of the event's content and purpose	Text	
Event Type	Category or type of the conference event (e.g., keynote, workshop)	Text	
Registration Required	Indicates whether registration is required to attend the event	Boolean	
Speaker	Name of the speaker or presenter at the event	Text	

Meeting Feedback

Represents feedback collected from attendees after a meeting. Attributes include rating, comments, and suggestions. This data could be stored in a survey or feedback management system.

Field Name	Description	Type I	Primary
Feedback Title	Title or subject of the feedback provided	Text	
Attendee Name	Name of the attendee providing the feedback	Text	
Meeting ID	Unique identifier for the meeting the feedback pertains to	Text	
Rating	Overall satisfaction rating provided by the attendee	Integer	
Comments	Detailed comments and opinions from the attendee	Text	
Overall Satisfaction	Overall level of satisfaction with the meeting experience	Text	
Submission Date	Date when the feedback was submitted	Date	
Suggestions	Suggestions for improvement provided by the attendee	Text	
Topic Relevance	Assessment of how relevant the meeting topic was to the attendee's interests	Text	
Usefulness Score	Score indicating how useful the meeting was to the attendee	Integer	



Partner Meeting Planner

This persona is responsible for planning and coordinating meetings for AWS partners attending the re:Invent conference. They need to find suitable meeting locations, schedule meetings, and manage attendee lists. They require permissions to view available locations, create meeting requests, and send invitations.

Customer Attendee

This persona represents AWS customers who want to schedule meetings with AWS employees or partners during the re:Invent conference. They need to be able to browse available meeting slots, request meetings, and receive confirmations. They require permissions to view schedules, submit meeting requests, and manage their meeting calendar.

AWS Employee Scheduler

This persona is an AWS employee who needs to schedule meetings with partners or customers during the re:Invent conference. They need to be able to view available meeting locations, propose meeting times, and manage attendees. They require permissions to access schedules, create meeting invitations, and confirm meeting details.

Location Manager

This persona is responsible for managing the available meeting locations for the AWS re:Invent conference. They need to update location availability, manage schedules, and resolve any scheduling conflicts. They require permissions to manage location details, update schedules, and approve meeting requests.

Event Organizer

This persona represents an AWS event organizer who oversees the meeting planning and scheduling process for the re:Invent conference. They need to monitor meeting requests, manage location resources, and ensure smooth meeting operations. They require permissions to view all meeting data, manage locations, and generate reports.

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