

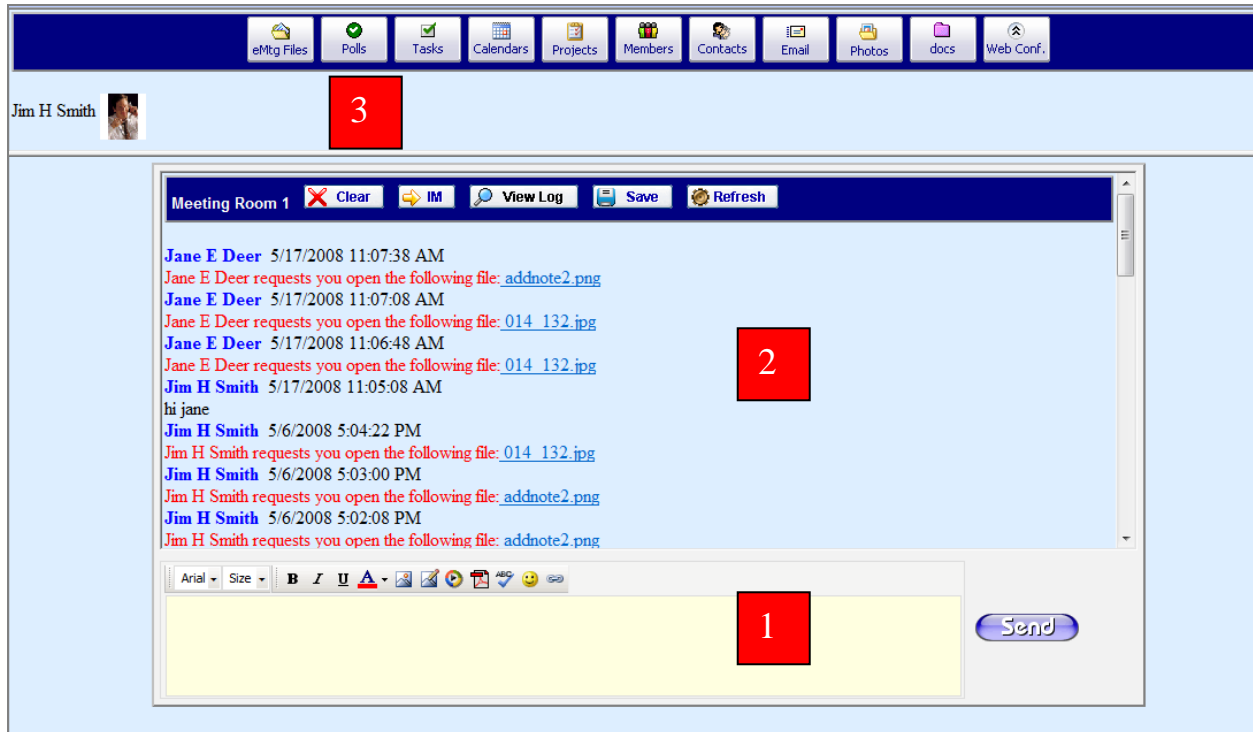
## 4.24 The eMeeting Module

### 4.24.1 The eMeeting Workspace



The eMeeting workspace allows team members to conduct “virtual” meetings online. Participants can share files, calendars, photos - or review project status. They can even conduct polls. The meeting workspace log can be saved as an HTML document to serve as meeting minutes.

The eMeeting workspace is accessed from the main Denali homepage sidebar menu.



There are 3 permanent windows in the eMeeting workspace:

**Window 1** - the bottom window is a rich- text editor for text communications with other meeting participants. Users can input text, images, files, and links which will be displayed for all participants in Window 2.

**Window 2** - the center window captures the cumulative eMeeting “conversation”. Much like a chat room – this window provides a kind of meeting “log” – displaying all the text as well and any images or links submitted by meeting participants. The contents of this conversation window are stored in the Denali database – but can be cleared by clicking the red – Clear icon at the top of the window. Caution – clearing the window can not be undone. Window 2 contents will also be cleared automatically after approximately 2 hours of inactivity. Users wishing to archive the window contents should therefore save the conversation log by clicking the Save as **HTML** icon. This will create a text file of the window contents stored as meetingtext.html in the eMeeting file directory.

**Window 3** – displays the names and pictures (if available in the Denali Directory) of all meeting participants. In addition, the top window panel contains several important links.

The first link eMtg Files pops up yet another window containing any files stored in the eMeeting file directory. Any existing files can then be shared by all meeting participants. Other links on this panel allow users to create and take polls, manage tasks, and access the **docs** file directory.

**Important Note:** This window displays or deletes participants based on their text entry activity. Each time a participant enters something into the text entry box their “active” status is re-newed. If a participant remains idle (no text entry) for more than about 10 minutes – Denali deems them as “inactive” and will remove their name and picture from Window 3. The participant **may** have actually left the meeting completely – but realize that they may still be present and can still read and hear the ongoing conversation !

#### **4.24.2 Creating an eMeeting Room**

Users can create an unlimited number of eMeeting “rooms”. To create a new room, enter the eMeeting module by clicking **eMeeting** from the main Denali homepage sidebar.

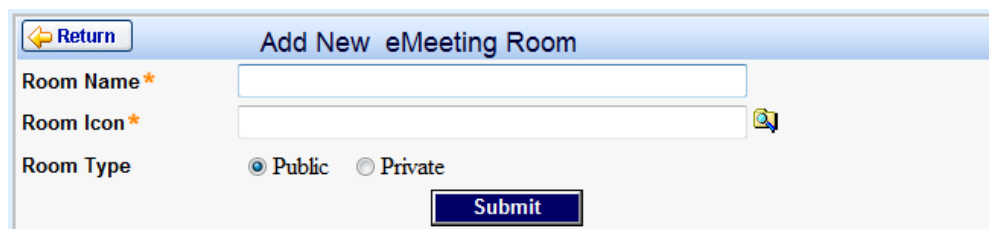


The screenshot shows the 'eMeeting Rooms' interface. At the top, there is a 'Return' button and an 'Add a Room' button. Below is a table with the following columns: Room Name, Date, Reserved For, Room Access, Invitations, and Del. The table contains three rows of data:

Room Name	Date	Reserved For	Room Access	Invitations	Del
kikiq	1/18/2008 10:55:02 AM	Jim H Smith			
Meeting Room 1					
testroom	1/18/2008 9:48:10 AM	Jim H Smith			

At the bottom of the table, there is a pagination control: 'Change page: < 1 > | Displaying page 1 of 1, items 1 to 3 of 3.'

As shown above, users will be presented a list of any current rooms and also be given an opportunity to create a new room. Clicking **Create New Room** brings up the screen shown below.



The screenshot shows the 'Add New eMeeting Room' form. It includes a 'Return' button and a title 'Add New eMeeting Room'. The form has three main sections:

- Room Name \***: A text input field.
- Room Icon \***: A text input field with a search icon.
- Room Type**: Two radio buttons, 'Public' (selected) and 'Private'.

At the bottom of the form is a 'Submit' button.

In addition to creating a new “virtual” meeting room, three (3) additional actions are performed.

- 1) A new file folder is setup to house files reserved for this room only.
- 2) Second, the name of the new eMeeting room is included in the Denali Resources module, and therefore can be “scheduled” just as any physical room might be.
- 3) The person’s name who created the new room is recorded as the room “owner” and is therefore capable of preparing a list of individuals who are allowed access into the room and to the room’s files.

### **4.24.3 Emeeting Room Access Control**

As was stated above, the room “owner” determines who can enter or join a named eMeeting workspace. Once a room has been created, the room owner can click on the Room Access icon to bring up the screen below.

The screenshot shows a web interface for a "Secret Room" with a room owner named "Jim H Smith". It features two lists of participants. The left list contains: "guest guest", "Client t Guy", "Help t Guy", "Jim H Smith", "Bob Tuna", and "Win F User". The right list contains: "Bob Tuna" and "guest guest". Between the lists are navigation buttons: a left arrow, a right arrow, and a "Submit" button. Below the lists is a small icon of a person and the text "Select eMeeting Participants\* - then click Submit". A red asterisked note below that reads: "\* Room Owners should not select their own name as they already have room access."

Room owners can select multiple meeting participants and grant them access rights to enter this eMeeting workspace at any time. Owners will need to perform this task each time the access list must be changed for any reason.

### **4.24.4 Sending Email Invitations**

Once Room owners have established the room access list they can use the Send Invitations feature to send email notifications.

The screenshot shows a web form titled "eMeeting Email Invitations:". It includes a "Return" button with a left arrow. The form has several input fields: "To Meeting Participants:" with a dropdown arrow, "Copy To:" with a text box, "From Name:" with the value "Jim H Smith", "From Email:" with the value "cfa@dcasoft.com", and "Subject:" with a text box. Below the fields is a rich text editor toolbar with options for font (Arial), size, bold (B), italic (I), underline (U), text color, background color, link, unlink, insert image, insert video, insert audio, insert link, and a smiley face icon. A "Send" button is located at the bottom of the form.

#### 4.24.5 eMeeting Room Files

Each eMeeting Room has its own file folder. These folders are intended to hold documents related to past or future meetings. These might be agendas, presentations, spreadsheets, action item lists, etc. Room owners or other allowed participants could for instance pre-load the folder (by uploading files) with all the files needed by participants for an upcoming meeting.

Folder Name						Delete
..						
.._vti_cnf						
File Name	Share	Edit	Type	Last Modified	Size (Bytes)	
014_132.jpg	<a href="#">Share</a>	<a href="#">Edit</a>	jpg	5/6/2008 5:04:19 PM	54,766	
addnote2.png	<a href="#">Share</a>	<a href="#">Edit</a>	png	1/19/2007 2:16:44 PM	783	
meetingtext.html	<a href="#">Share</a>	<a href="#">Edit</a>	html	5/17/2008 11:09:22 AM	4,122	

Create New Directory    Name:

Create New File

Upload File   

During a meeting – files when selected will open in this same pop-up window. Participants can open files for viewing only in their pop-up window – or they can select the **Share** button to not only open the file – but also to prompt other meeting participants to also open the file. The prompt comes in the form of a clickable link in the main eMeeting workspace area as shown below.

Meeting Room 1

**Jane E Deer** 5/17/2008 11:07:38 AM  
Jane E Deer requests you open the following file: [addnote2.png](#)

**Jane E Deer** 5/17/2008 11:07:08 AM  
Jane E Deer requests you open the following file: [014\\_132.jpg](#)

**Jane E Deer** 5/17/2008 11:06:48 AM  
Jane E Deer requests you open the following file: [014\\_132.jpg](#)

**Jim H Smith** 5/17/2008 11:05:08 AM  
hi jane

**Jim H Smith** 5/6/2008 5:04:22 PM  
Jim H Smith requests you open the following file: [014\\_132.jpg](#)

**Jim H Smith** 5/6/2008 5:03:00 PM  
Jim H Smith requests you open the following file: [addnote2.png](#)

**Jim H Smith** 5/6/2008 5:02:08 PM  
Jim H Smith requests you open the following file: [addnote2.png](#)

- **eMeeting File Security** ⚠ As discussed in Section 4.0 and 4.4 - file storage is not covered by normal Denali security – but instead must be covered by the security features of the IIS webserver, and the Windows Operating System itself. Emeeting files are stored in the Denali **Storage/eMeeting** folder. To avoid an unauthorized person typing a emeeting file address into their browser address window – administrators should **disable Read Access** in IIS for the **Storage/eMeeting** folder.

#### **4.24.6 Saving the eMeeting Workspace**

At any time the contents of the eMeeting workspace frame can be saved as an HTML document. This is done by clicking the Save as HTML icon at the top of the workspace frame. The HTML document will be named **meetingtext.html** and saved in the room's file folder.

#### **4.24.7 Deleting an eMeeting Room**

Rooms may be deleted by clicking the trash can icon on the same line as the room's name. Users are cautioned that deleting a room will also delete the files associated with that room.

#### **4.24.8 Member Security Settings:**

For new Members, the eMeeting Room module has 2 overall levels of Access Permissions as shown below:

<b>eMeeting Room</b>	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
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These 2 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

<b>24) eMeetings</b>					
<b>Access Permissions</b>	<b>No Access</b>		<b>Full Access</b>		
<b>Profile Name</b>	<b>Guest</b>	<b>0</b>	<b>Assoc, Basic, Advanced, Admin</b>		
<b>All eMeeting Functions</b>			✓	✓	✓ <b>2</b>