

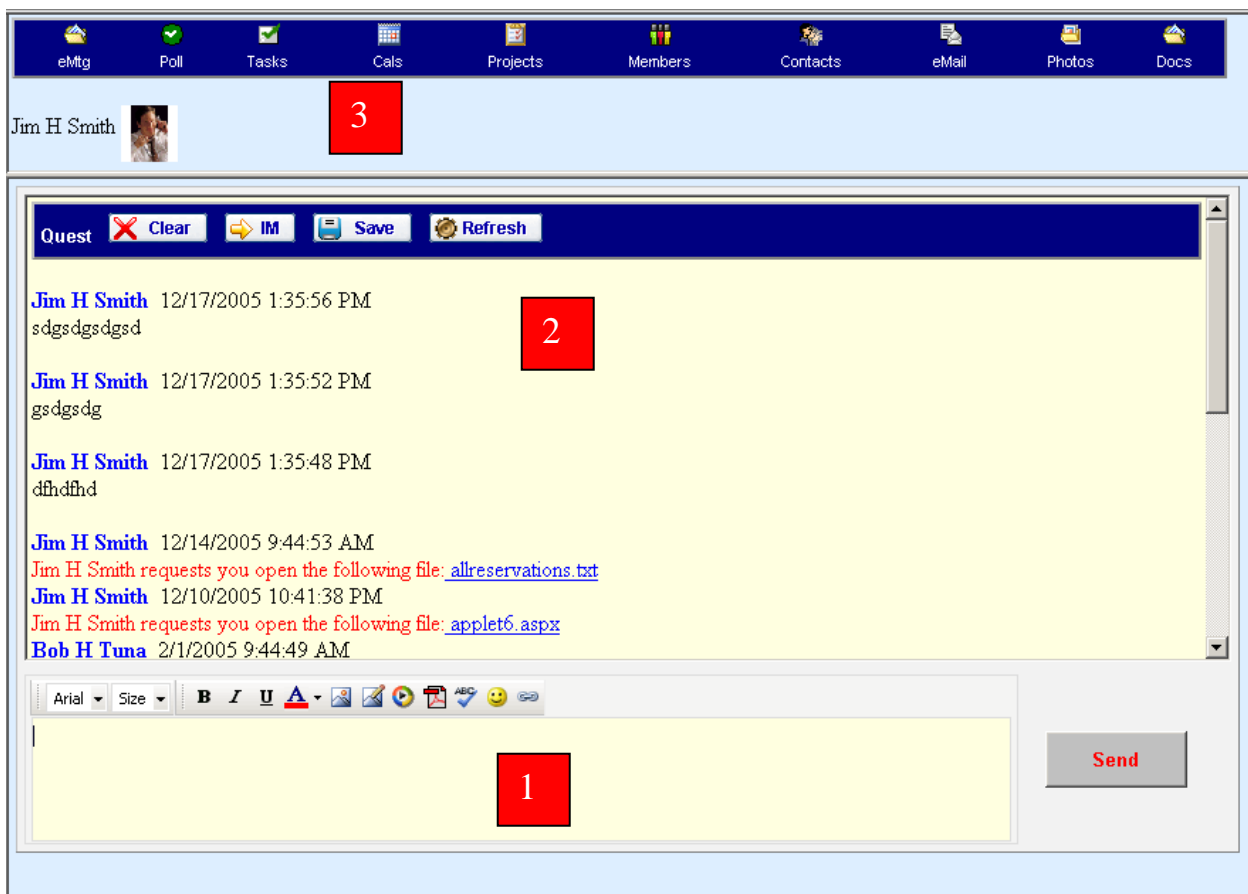
6.10 The eMeeting Module

6.10.1 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 FoxSuite homepage sidebar menu. Initially, the workspace will be mostly empty as shown below.



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 FoxSuite 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 FoxSuite 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.

6.10.2 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 FoxSuite homepage sidebar.

eMeeting Rooms New Entry					
Room Name	Date	Reserver For	Room Access	Invitations	Del
shsdqsdq	8/20/2004 6:02:46 PM	Jim H Smith			
fnshsdhs	8/20/2004 6:02:51 PM	Jim H Smith			
akqhkq	8/20/2004 6:04:07 PM	Jim H Smith			
Secret Room	8/20/2004 6:07:41 PM	Jim H Smith			

< >

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.

Return **Add New eMeeting Room**

Room Name

Room Icon

Room Type Public Private

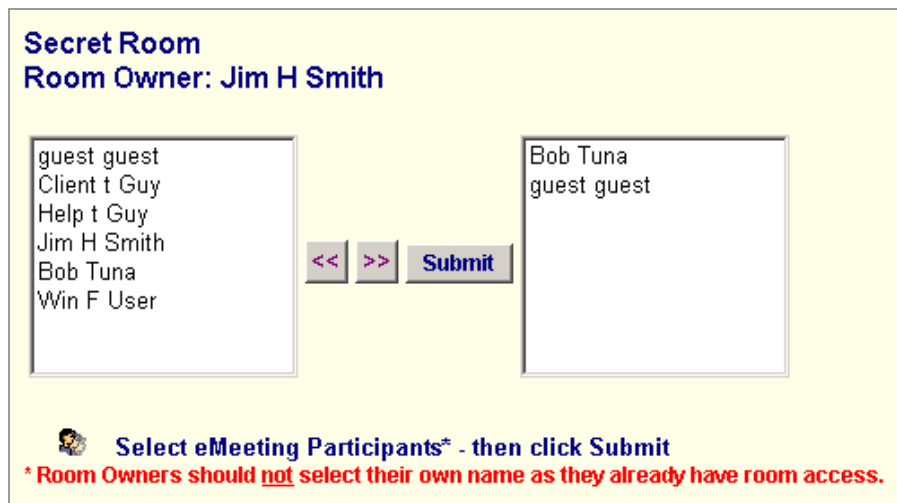
Submit

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 FoxSuite 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.

6.10.3 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.



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.

6.10.4 Sending Email Invitations

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

eMeeting Email Invitations:

Return

To Meeting Participants:

Copy To:

From Name:

From Email:

Subject:

Times New Roman Size

6.10.5 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.

Alpha Project Team My Files Team Files

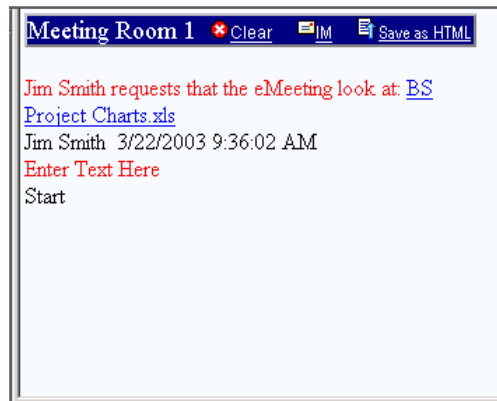
EMEETING\ALPHA PROJECT TEAM. . . Last Modified: 11/17/2005 11:57:36 PM


Folder Name	Delete			
..				
_vti_cnf				
File Name	Share	Type	Last Modified	Size (Bytes)
Book1.xls	Share	xls	11/17/2005 11:18:14 PM	27,648
BRightSuite_Slide.ppt	Share	ppt	11/17/2005 11:57:36 PM	89,600
Cliff in Clouds.jpg	Share	jpg	1/17/2005 9:52:04 AM	125,263
Earth.jpg	Share	jpg	1/17/2005 9:51:39 AM	3,766
meetingtext.html	Share	html	11/23/2005 3:09:16 PM	2,652

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.



- **eMeeting File Security**  As discussed in Section 4.0 and 4.4 - file storage is not covered by normal FoxSuite 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 FoxSuite **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.

6.10.6 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.

6.10.7 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.

6.10.8 Member Security Settings:

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

eMeeting Room

No Access

Full Access

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:

Advanced Security	No Access	No Access	Full Access		
Security Rating	Guest		Basic, Advanced & Admin		
All eMeeting Functions			✓	✓	✓