

Niche Softek Pvt.Ltd		Requirement Discovery Sheet For Meeting Magic	Form No: 1.0
<b>Discovery Date:</b>	Case Locking applied for AVSI design & build cases with valid demos to customers only.		
<b>End User Co and Site to Lock the case:</b>			
<b>AVSI Name, City Contact</b>			
<b>Meeting Room Locations, Floors and Numbers</b>		<b>Remarks</b>	
<b>No.of Locations</b>		List of Meeting rooms can be available in an excel file with the details for no. of locations and no. of buildings in each location with type of rooms. A layout plan of meeting rooms with photo graphs of meeting rooms would be helpful to ascertain mounting requirements.	
<b>No. of Buildings</b>			
<b>No.of Floors</b>			
<b>Total Number of Rooms</b>			
<b>Type of Rooms by booking and use:</b>			
<b>No of General Rooms (Booking by all)</b>		General rooms can be booked by all. Board room can be booked only by 1 person (usually secretary to MD), conference room by a group of people of a dept.	
<b>Board Rooms (booking by one only)</b>			
<b>Video Conference Rooms (group booking)</b>			
<b>Display Device and Sizes for installation</b>			
<b>* No of 10" Windows Tablet PC</b>		Specify the display size.Windows Solutions are ready. 7" & 10" Android Tablet are coming soon.	
<b>No of 17"Windows PC</b>			
<b>Display Orientation of Meeting Magic:</b>			
<b>*No of Dispalys with Vertical Layout</b>		Display can be mounted horizontally or vertically depending upon client's requirement. Vertical layout is preferred for ease of mounting and clarity	
<b>No of Displays with Horizontal Layout</b>			
<b>Interaction on Displays</b>			
<b>*No of Interactive Displays</b>		Using Interactive display the user can do spot bookings using a touch screen interface right at the meeting room location. Options to see schedule of the day, end and extend meetings ia available.  With the non interactive mode, you can only display the meeting room contents and not make any changes on the screen. This is usually used for simple setups.	
<b>No of Non-Interactive Displays</b>			
<b>Integratation with Signage for messaging</b>			
<b>Signage integrated with Meeting Magic</b>		Available only with windows option, this integration enables users to show rich multi media digital signage content when there are no meetings scheduled.	
<b>*Meeting Magic Display without Signage</b>		A static screen with scrolling messages is shown in the signage when meetings are not scheduled. This is the default option.	
<b>Displays Mounted on</b>			
<b>Numer of displays on Glass</b>		Tablet display can be mounted on glass,wood,wall,etc. For glass mounting, a special bracket is provided. For Wooden Panels and walls mounting can be done directly using standard fittings. For flush with wall option, it is assumed that the fabrication will be done custom on site.For flushed option ventilation has to be taken care.	
<b>* No on Wooden Panels or Walls</b>			
<b>No Flushed with Wall (embedded)</b>			
<b>Networks used for Dispalys</b>			
<b>No.Of Displays over Wired N/w</b>		Wired is more reliable than Wi-Fi. Hence wired option is preferred. A special USB dongle will enable the tablet on wired network for tablets.  None means enclosure will be done by AVSI on site custom to the project.	
<b>*No.Of Displays over Wi-Fi N/w</b>			
<b>* Casing Required for Tablet: (Y/N)</b>			
<b>Options for Booking Method for users</b>			
<b>Without Web Based App (tick one)</b>		This does not require a spcial web based application to be installed. This is recommended for organizations with a small number of users.  A single reception user books the rooms using a simple excel sheet.  Users use outlook email system to book rooms. The same information is captured by the meeting magic system.	
<b>*Outlook with Public Calendar</b>			
<b>Directly By Outlook</b>			
<b>With Web Based App (tick one)</b>		An IIS needs to be configured on the web server for Meeting Magic software.  Normally used upto 10 rooms by a receptionist  Multi user bookings. Higher number of rooms and multiple locations.	
<b>By Reception Single User</b>			
<b>By All Users from their desk</b>			
<b>Meeting Magic Server</b>			
<b>Server Provided by (Client/AVSI)</b>		Windows Server 2003,Windows Server 2008 needed for Server Software	
<b>Dedicated or Shared Server for App (Y/N)</b>		Shared servers are subject to typical settings that may conflict with other applications that are installed on the server. In this case, need complete config, OS, Service packs, Free resources of the server.	
<b>Active Directory Architecture:(Y/N)</b>		Allows the users to seamlessly login into the application.Used only when web based booking manager is used.Eg.Like single forest or multi forest with two way trust.	
<b>Support Methodology approved</b>			
<b>Type Of Support:</b>		Hardware, Onsite support is provided by the AVSI. Remote support is provided by Meeting Magic team over any datacard or corp network.	
<b>Remote Tools used for Support:</b>		MeetingMagic team can initiate Team viewer remote session.For other type of Remote session client has to initiate the session.	
<b>Migrate from Current Solution</b>		Which solution is being currently used and is migration to be done?	
<b>Name:</b>	<b>Sign Date</b>	<b>Remarks</b>	
<b>Prepared By AVSI:</b>			
<b>Reviewed By Niche:</b>			
<b>Proposal Given by Niche:</b>			
<b>* Means Standard Offering. ( Refer Meeting Magic Datasheet for connectivity diagram of the solution)</b>			