New to schedule a meeting and took a room																	
How you communicate with other colleages. Are there any problems while. Why meeting takes place in first. How you decide and will. How you decide the time of the meeting. Are these any and the young. On the property of the							Which process takes maximum time in your case?										
						while booking the room And after that											
Kunsi Cureft Inten	communication and google calender for acheduling and booking the room. - Also, we have a dashboard in front of every room which shows all the booking information in that room jone can book from here sign. Google, reliesder is removed.	stack - There is bot/Galileo; on stack attached to the google calender which gives all the information as to which noom is booked and who	and brain storm is done with stakeholders. - Multiple discussions with PM an sometimes this also involves Stake. - Weekly design meebup 2 times a week Ma attenting to not	attend the meeting but PM does. d Anyone from which the information is needed is called to attend if he is not available then someone from the same.	availability not by room availability. To choose room: availability, capacity, nonlarity and floor in which room is in	projector room capacity more but people in meeting less so creates issue for other metings.	Time slot choosing takes time so I personally talk to fix it rether than sale on slark										
Nikhil Gojek Product Designer	We generally have stack for communication and google calender for achduling and booking the room. -stack channel for each sean. Publically writes on these channels for meetings. No problem in communication. Or else mail for professionalism.	NP is communication choosing Sent possible time is the main issue.	asking problem (1 or 2 people) long meeting. Cross questioning multiple people Task to PM about data Visual aid needed, then meeting happens.	easy then I talk to concerned person directly	Check time slot available. If urgancy, their calendar invite goes to mail and people responds their availability. Information comes about the room in Google calandar with facilities.	Not available for more people then adjusts in some low capacity some to cafeteral if no room available.											
Hambit PM in HDF	- We have a internal mail system (, data note system) (, data note system) (and the system) (. data note system) (. e.g. and a large system) (seen. Call at the time of ungency. - Do not use calende generally. They call and fix meetings: - If you want to update calender then apportly the reason. - New member does not know what are the things done by apposit	discussed on phone or need white board - have to tell some outsider about mings going on (most frequent) - Repetitive reminder about something, then meeting happens to directly discuss. - Company meetings for official	work and takes people in loop who can do the work. Then communicate with them.	System availability is shown already Cupacity is shown by the software doce number of people element	do work there.	maximum time as they have to ask people, their availability etc.										
Jayant Product designer Razorpay	 Communication on stack and meeting from Godge clambias Tage params on stack with whom they wast to it meeting. Diff clambia are made wast to it meeting. Diff clambia are made in the present and the present are made in the present and in the gap and tagged in it distalls can be sent after joining gra- duated and the sent after joining gra- ful multiple pacific meeting they tag the whom of aimsel. 	meetings in that time but system shows them busy histories of the property of rooms are booked. Room booked no people. Room booked less people meeting.	- Apollo meeting for big meetings 40-50 members, acheduled very early Sync ups meetings very frequently. - Design Critics scheduled for daily but members and topic are not decided until previous day.	etc Sometime business issues so then meeting with them If I have to contast some team and I dont know whom to talk. People tag team and then some some voluntier comes, or else tag team hand who then decides the voluntier.	Keeps some people optional according to requirements Open a thread in stack to choose time. Mentions people to be involved.	- Slots of room not available in which people and the. - Ness people in big room - Rooking force but no people thes. - Assests not available in room	Scheduling takes more time and finding out time sort for wellability.										
Lakshya Microsoft Intern	-We use microsoft teams when there is all caliborative tools so I directly centact my meeting and her behalds the meetings. -Design bay (only for designer) no booking they were assaulty empty. -User groups were almostly formed where they scheduled and post in the group of microsoft team. We get senimider there itself.	available so he didn't came. - message in the project group to know the availability. - all the information about the person's association' contacts was	- PM discussion	come linked people with PMs and designers associated.	Available slots of people. They give the information 1 week prior to the meeting. –people sits without booking scom/(tab tells that which meeting is going on or coming up)	projector Also sometimes some assets were unavailable in those rooms and we have to ask in	- Seeing the room availability.										
	We have a separate system for communication is whetevape groups communication is whetevape groups — For acheding the meeting google calender is adviced to us although no one book the recent in first place.	- As the communication of the meeting happens before only with should go to google callender and add everyone(no. of people in the meeting >20). Sometimes people don't stelly in chat about the availability then I call or go personally Contracting the person is no major problem because we have welcoming young and hence thair welcoming young and hence thair.	people) - Daily field meeting (25-30 people) - 3nd party client come for pitching	wants to share the context others can tell attend or postpone	- According to availabily of people time is decided and their room, flut if more is not available the they have to reachedule (20-30 people)	problem. - we don't know how many people are alting in the room. - Adjustments are made taking to them in case of no. of people less.	people as someone may not negond. In mails people generally don't respond yes, no maybe (no one tells) - in case of finding the emply room also as no body wants to book the room and everybody just talk to the needle in the room for										