11. Alerts and email notifications

In-platform alerts and email notifications are delivered to both meeting organisers and invitees each time a new meeting invitation is issued and when invitations are accepted or declined. Below is a list of triggers highlighting who will receive notifications when a user performs an action.

Action	In-platform alert (Inviter)	Email notification (Inviter)	In-platform alert (Invitee)	Email notification (Invitee)
Meeting invite has been sent			√	√
Meeting invite has been accepted	√	√		
Meeting invite has been declined	√	√		
Meeting has been cancelled by the inviter			√	√
Meeting has been cancelled by the invitee	√	√		
Meeting starts in 5 minutes	√	√	√	√
Meeting is now	√	√	√	√

Revision #1
Created 5 June 2024 08:12:53 by Lee Jack
Updated 5 June 2024 08:17:49 by Lee Jack