



# RunningTab - IT & Security Brief

A live meeting-cost meter for Microsoft Teams. One page: what it touches, what it never touches, how to

## WHAT IT IS

---

RunningTab posts one card in a Teams meeting showing its running cost (a customer-set blended hourly rate x minutes), updates it as people join and leave, and posts a cost summary when the meeting ends. That is the entire product.

## PERMISSIONS REQUESTED - RESOURCE-SPECIFIC, SCOPED ONLY TO MEETINGS THE BOT IS INVITED TO

---

<code>OnlineMeetingParticipant.Read.Chat</code>	Join/leave events for that meeting participants (the clock).
<code>OnlineMeeting.ReadBasic.Chat</code>	Basic meeting details: start, end, title.
<code>ChatSettings.Read.Chat</code>	Chat-level settings needed to post and update its own card.

No Microsoft Graph application permissions beyond the above. No admin-consent-wide scopes.

## WHAT IT NEVER TOUCHES

---

- No audio, video, recordings, or transcripts
- No chat message content, files, or calendars
- No salaries or HR data - organizers set one blended rate for the room
- No individual tracking: per-person timing is deleted when the meeting ends; reports keep aggregate totals only
- No data sale, no ads, no model training on customer data

## THE CODE AND WHERE IT RUNS

---

One small Node.js service - roughly 1,500 lines of plain JavaScript with two runtime dependencies: Microsoft's official Bot Framework SDK (botbuilder) and Express. Full source is available for security review. Hosting: our managed service, or self-hosted in your own Azure subscription so data never leaves your environment.

## PILOT PLAN - ABOUT 15 ADMIN MINUTES, FREE TIER, NO PROCUREMENT

---

1. Review the docs: [therunningtab.app/privacy](https://therunningtab.app/privacy) and [therunningtab.app/terms](https://therunningtab.app/terms)
2. Download the app package (manifest + icons) from [therunningtab.app/admin](https://therunningtab.app/admin)
3. Teams admin center -> Teams apps -> Manage apps -> Upload new app
4. Scope availability to the pilot team with an app permission policy
5. Run it in one recurring meeting for two weeks, then review with the requesting team