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| **REQUIREMENT WORKSHOP AGENDA**  **26/02/2024**  **Board room** | | |
| TYPE OF MEETING: | **Requirement Gathering workshop** | |
| PROJECT: | **Healix 006** | |
| FACILITATORS: | **BA TEAM** | |
| SCRIBE: | **Abdulganeey Mubarak** | |
| TIME KEEPER: | **Yakeen Fatai** | |
| ATTENDEES | **PMs, BAs, Program Manager (Haske), Stakeholders, Software Developers, and Software Testers.** | |
| PLEASE READ: | **Project mandate, gap analysis document, and scope document.** | |
| PLEASE BRING: | **Positivity, eagerness, dedication, pen, and paper.** | |
| **TIME AGENDA ITEMS DESCRIPTION** | | |
| 2 PM - 2:04 PM | **Introduction & kick-off** by Dave Clint & sponsor | Communicate the agenda, workshop, purpose, and expected result. |
| 2:04 PM - 2:08 PM | **Review and Prioritize feature list** by Yakeen Fatai | Confirm the features elicited from the project mandate, project scope, and gap analysis document.  **MoSCoW:** Decide on a high-level priority. |
| 2:08 PM - 2:12 PM | **Define stakeholders' requirements** by HASKE AGABI & other stakeholders (BAs would have elicitation questions handy at this stage.) | Feature disintegration: breaking down high requirements into several low requirements, Write out user stories for each requirement. Create a list of stakeholder requirements/user stories |
| 2:12 PM - 2:16 PM | **Define functional requirements** by stakeholders, PMs, software developers and BAs | Write acceptance criteria for user stories and define functional requirements for each identified stakeholder requirement. (what the system needs to do for each requirement) |
| 2:16 PM - 2:20 PM | **Wrap-up** | Workshop summary and communicate the next steps. |