**Meeting Notes Interview Transcript**

**Project**

Project Name

**Prepared for**

Client Name

**Prepared by**

[Your Name]

Day/Month/Year

**Meeting/Interview Details**

|  |  |
| --- | --- |
| **Field** | **Description** |
| **Meeting Title** | e.g., Requirements Gathering with Product Owner |
| **Date** | YYYY-MM-DD |
| **Time** | HH:MM AM/PM – HH:MM AM/PM |
| **Location/Platform** | e.g., Zoom, In-Person, Microsoft Teams |
| **Facilitator** | [Name of interviewer or meeting lead] |
| **Attendees** | [List of participants and their roles] |
| **Meeting Type** | ☐ Interview ☐ Brainstorming ☐ Status Update ☐ Planning |
| **Documented By** | [Your Name] |

**Objectives of the Meeting**

Clearly state why this meeting/interview was conducted.

*Example:*

To gather functional and non-functional requirements for the initial release of the scheduling module.

**Key Discussion Points**

|  |  |
| --- | --- |
| **Topic** | **Summary of Discussion** |
| Business Goals | Client wants to automate booking and reduce manual workload. |
| Core Functional Requirements | Must include real-time availability, conflict detection, calendar integration. |
| Technical Constraints | Must integrate with existing database; current system runs on MySQL. |
| Non-Functional Requirements | System should support 500 concurrent users; response time under 2 seconds. |
| User Experience Expectations | Simple UI; mobile-friendly interface is preferred. |
| Risks/Concerns Raised | Concerns about data privacy and integration timeline. |

**Questions & Answers**

|  |  |
| --- | --- |
| **Question** | **Response** |
| What is the expected go-live date? | End of Q4, preferably before December 15th. |
| Who are the primary users of this system? | Admin staff, students, and academic advisors. |
| Will this replace any existing systems? | Yes, it will replace the legacy Access-based attendance tracker. |
| Any required compliance standards? | Must follow GDPR and internal university IT policies. |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner** | **Due Date** | **Status** |
| Draft initial list of user roles | Project Analyst | YYYY-MM-DD | In Progress |
| Confirm legacy system integration APIs | Tech Leader | YYYY-MM-DD | Pending |
| Send UI references to design team | Product Owner | YYYY-MM-DD | Completed |

**Notes & Observations**

Free-form section to capture any additional insights, ideas, or side discussions.

*Example:*

The product owner emphasized the need for modular design to allow for future feature expansions like SMS alerts.

**Sign-Off (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
| Ahmed Al-Mohyedat | Interviewer |  |  |
| [Stakeholder Name] | Interviewee / Client |  |  |