
WaitrApp

REQUIREMENTS MANAGEMENT PLAN

Version 2.0 Approved



LUT course: CT70A2000 Requirements Engineering of Autumn 2021

13.10.2021

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VERSION HISTORY

Name / Role	Date	Reason For Changes	Version
Group W Project Manager (PM)	7.9.2021	Creation of the Requirements Management Plan after discussion with Wendy Weston. Based on the Group W common template. Including first meeting minutes.	0.1
Group W Requirements Engineer (RE) and Group W PM	9.9.2021	Additional details on elicitation plan and upcoming modelling activities added after Group W meeting on project needs.	0.2
Group W PM	9.9.2021	Meeting minutes of 10.9.2021 Group W meeting	0.3
Group W PM	10.9.2021	Meeting minutes of 10.9.2021 meeting with customer Wendy Weston.	0.4
Group W RE	13.9.2021	Meeting minutes of 13.9.2021 meeting with customer stakeholder group (line cooks)	0.5
Group W RE	14.9.2021	Meeting minutes of 14.9.2021 meeting with customer stakeholder group (chef Cindy Weston)	0.6
Group W RE	14.9.2021	Meeting minutes of 14.9.2021 meeting with customer stakeholder group (waiters)	0.7
Group W PM	15.9.2021	Meeting minutes of 15.9.2021 meeting with customer CEO Wendy Weston. Document updated to its 1.0 major version change	1.0
Group W PM	22.9.2021	Meeting minutes of Group W Wednesday meeting from 22.9.2021. Additional project plan step added for additional meeting with customer	1.1
Group W PM	24.9.2021	Meeting minutes of 24.9.2021 meeting with customer CEO Wendy Weston and Chef Cindy Weston	1.2
Group W PM	29.9.2021	Meeting minutes of Group W Wednesday meeting from 29.9.2021.	1.3
Group W PM	6.10.2021	Meeting minutes of Group W Wednesday meeting from 6.10.2021.	1.4
Group W PM	8.10.2021	Meeting minutes of Developer Sign-off meeting from 8.10.2021.	1.5
Group W PM	8.10.2021	Meeting minutes of Group W Requirements Gathering and Modelling phase closing meeting from 8.10.2021.	1.6
Group W PM	13.10.2021	Meeting minutes of Group W Wednesday meeting from 13.10.2021.	1.7
Group W PM	13.10.2021	Meeting minutes of Customer meeting on “Review the Requirements Gathering and Modelling deliverables”.	1.8
Group W Designer	13.10.2021	Document approvals with customer	2.0

INTRODUCTION

1.1 PURPOSE OF THE REQUIREMENTS MANAGEMENT PLAN

The Requirements Management plan is used to document the necessary information gathering and management practices including required templates that are required to effectively manage project requirements from definition, through traceability, to delivery.

Intended audience of this document is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan. The plan should be used as a reference for requirements management templates and practicalities and where needed updated if there are any changes to these practicalities.

This plan also contains the practical project management plan, and tracking artefacts such as meeting minutes, action points and decisions as appendices.

2 REQUIREMENTS MANAGEMENT OVERVIEW

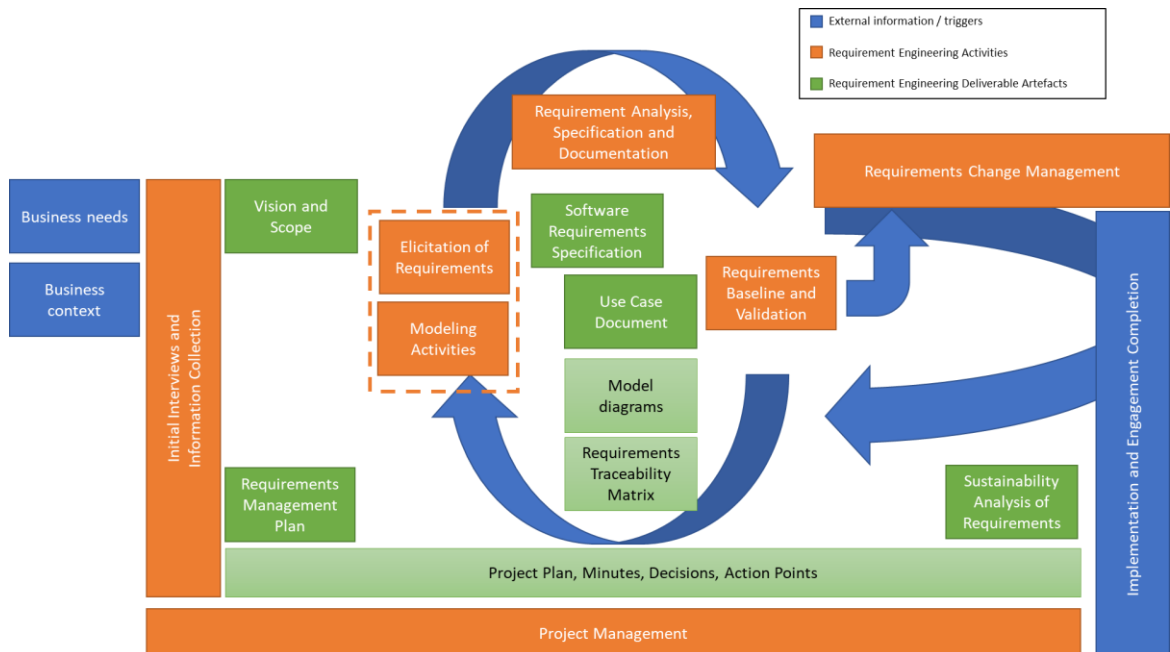
2.1 ORGANIZATION, RESPONSIBILITIES, AND INTERFACES

Name / Title	Requirements Process Role
Sponsor (CEO, Wendy Weston)	<ul style="list-style-type: none"> Provide approval and funding for the project
Direct User (line cooks)	<ul style="list-style-type: none"> Provide the requirements and business processes from kitchen perspective
Direct User (waiters)	<ul style="list-style-type: none"> Provide the requirements and business processes from dining room and customer service perspective
Direct User (Chef Cindy Weston)	<ul style="list-style-type: none"> Provide the requirements from the head chef, Information Technology (IT) and business processes point of view
Provider (Sales manager)	<ul style="list-style-type: none"> Ensures the business engagement and any contracts are in place with the customer and any agreed deliverables are delivered as promised. Also ensures the project profitability is considered and maintained throughout the project.
Provider (Project manager, PM)	<ul style="list-style-type: none"> Ensure that project is managed and coordinated amongst stakeholders and project team, requirements are gathered and validated with customer
Provider (Developer, Dev)	<ul style="list-style-type: none"> Develop this application as the customer demand. Participate in the specification and provide development department sign-off on the requirement package documents
Provider (Architect, A)	<ul style="list-style-type: none"> Model and design system architecture based on requirements.
Provider (Designer, Dgr)	<ul style="list-style-type: none"> Model and design system and UI together with architect and developer

Provider (Requirements Engineer, RE)	<ul style="list-style-type: none"> Elicit, document, and manage requirements, Project manager's backup working between customer and internal team members to gather the requirements in structured and aligned manner.
Change Control Board (CCB)	<ul style="list-style-type: none"> Invited to meetings whenever there are new proposed requirement changes or new features being reviewed. This includes also reviews on identified system issues that might require decision making on action plan. Starts working after the 1st baselining of requirements Members: <ul style="list-style-type: none"> Project manager Project sponsor from customer side Project requirements engineer Project members as needed Customer key user(s) as needed Also handles any retirement of requirements

2.2 PROJECT AND OVERALL PROCESS MODEL DIAGRAM

Below diagram illustrates the different requirements engineering triggers, activities and artefacts and their relationships on high-level.



2.3 PROCESSES AND TECHNIQUES

Requirements Activity	Comments (Include when, how and with whom)
Elicitation of Requirements	<p>Group W has a predetermined elicitation steps to elicit required information from the stakeholders.</p> <p>The elicitation activities are listed below.</p>
1. Initial customer meeting(s) - elicit initial Vision and Scope document	<p>Initial kick-off meeting with the customer.</p> <p>When: At the start of the initiative</p> <p>How: Gather background information, high-level features of the software, and a detailed understanding of the customer interactions with possible old system and expectations for the new one. Also elicit the general business context, business rules, business problem. For simple business environment go through the technical environment as well. Define the other stakeholders for details or additional requirements elicitation.</p> <p>Participants: Customer key contacts, Project Manager (PM), Sales Manager</p>
2. Detailed requirements gathering from defined / identified stakeholders – review of V&S document	<p>Detailed requirement gathering meetings via interviews and observing the process & working environment</p> <p>When: Early in the project. Right after the initial meetings.</p> <p>How: Gather background information, high-level features of the software, and a detailed understanding of the owner's interaction with the old system and expectations for the new one.</p> <p>Participants: Requirements Engineer, Customer identified key stakeholders</p>
Modelling Activities	
1. Vision and Scope document modelling	Out of the initial meetings with customer the initial gathering of the initiative objectives, context, features, and constraints are modelled
2. Business Process map modelling	Based on the interviews and related requirements the workflows of stepwise activities and actions with support for choice are modelled.
3. Context View modelling	Based on the interviews and related requirements all entities and their relationship within the system.
4. Use case diagram(s) modelling	Based on the interviews and related requirements all initial use-cases that the actors can perform with the system are modelled
5. Class diagram modelling	Based on the interviews and related requirements an initial class diagram that the actors can perform with the system are modelled

6. User interfaces (UI) modelling	Based on the interviews and related requirements initial prototype mock-ups of the UI are modelled
7. Modelling functional requirements	Based on the interviews and related requirements initial functional requirements and their verification attributes are modelled
8. Modelling non-functional requirements	Based on the interviews and related requirements initial non-functional requirements and their verification attributes are modelled
Requirements Validation and Baselining	Gathering the initial elicitation and modelling results into a baseline set of requirements that is validated with the key stakeholders.
Requirements Tracking	The continuing action performed by Project manager and later by the Product manager to maintain up-to-date status of all requirements.
Requirement Change Management	The continuing action performed by Project manager and later by the Product manager to collect new and changed requirements and process these through into the requirement tracking regardless, if they are approved or rejected in the process.

3 REQUIREMENTS MANAGEMENT

3.1 REQUIREMENTS DEFINITION

Each requirement shall have a pre-defined set of attributes. Attributes of the requirements are defined and explained in the following table. The requirements definition template can be found in the appendixes (Appendix C)

Requirement Attribute	Description
Requirement ID	Unique identification number for each requirement. Format: "FR-001" for functional requirements and "NFR-001" for non-functional requirements (increments of 1)
Requirement name	Short name, which describes the requirement.
Requirement description	Detailed description of the requirement. Description should be written following the requirements writing guidelines.
Version number	If the requirements are modified, version numbers are needed to establish version control. Default version number "V-01", (increments of 1)
Date	Requirement last update date "dd/mm/yyyy"
Author	Person who created the requirement
Requirement status	Requirement status is described by using the following list: Proposed; Approved; Implemented; Verified; Deployed, Deferred, Deleted, Rejected
Origin of the requirement	Origin of the requirement is needed to trace the individual requirements to the user and business requirements. Origin can be business requirement ID, user requirement ID or system requirement, which comes from the development team.
Reference documents	List of other documents / diagrams that support the requirement
Verification steps / measurements / tests and their status	Identified metrics and measurements providing tracking of the successful verification on the requirement.

Each requirement should be documented and maintained in the Software Requirements Specification Document. Template of this document can be found in Appendix C

3.2 REQUIREMENTS TRACEABILITY

All the requirements must be documented to be tracked throughout the project. The requirements for the WaitrApp are documented to the Software Requirements Specification Document. Template can be found in Appendix C

Template for requirement documentation.

Requirement ID	Requirement name	Requirement description		
ID-code	Descriptive name	Detailed description of the requirement		
Version #	Date	Author	Requirement status	Origin
Running version number of the requirement	Date of last update	Name / role of the requirement author	Requirement status code	Where did the requirement originate from
Reference documents		Verification steps / measurements / tests and their status		
List of design or description documents that provide additional specifications to the requirement or provide test results etc.		List of measurements, metrics, tests and their results to verify the requirement has been met.		

3.3 REQUIREMENTS MANAGEMENT AFTER BASELINING

All the requirements must be documented to be tracked throughout the project. The requirements for the WaitrApp are documented to the Software Requirements Specification Document. Template can be found in Appendix C. After the baselining whenever there are

- new proposed requirement changes or
- new features being reviewed, including also reviews on identified system issues that might require decision making on action plan or
- removal of requirements

then the change process for WaitrApp is followed. The change process is agreed as follows:

- 1) The change request is documented by a change request form (appendix D) and sent to the Provider (Project Manager)
- 2) The Provider will analyze the change request by considering:
 - a. Is the request feasible?
 - b. What would be the costs and schedule for implementing the change?
 - c. Impacts of the change if it's approved / rejected?
- 3) The impact analysis is reviewed by the Change Control Board (CCB)
- 4) The CCB approves or rejects the change and decides whether:

- a. The implementation will be made immediately
- b. The implementation will be made later or
- c. The rejection is communicated to the suggester and request is closed

CCB Decisions are recorded onto the request form, meeting minutes and the standing requirements list and statuses are updated to the SRS document requirements list.

REQUIREMENTS MANAGEMENT PLAN APPROVAL 13.10.2021

The undersigned acknowledge they have reviewed the **WaitrApp Requirements Management Plan** and agree that it meets the set expectations.

Signature:  Date: 13.10.2021

Print Name: 

Title: Quite Senior Designer

Role: Provider, Group W Designer

Signature:  Date: 13.10.2021

Print Name: 

Title: CEO

Role: Sponsor

Signature:  Date: 08.10.2021

Print Name: 

Title: Almost a Developer

Role: Provider, Group W Developer

APPENDIX A: REFERENCES

The following table summarizes the documents relevant for the project.

Document Name and Version	Description	Location
WaitrApp Vision and Scope v.1.0	Vision and Scope of WaitrApp solution	Project site
WaitrApp Software Requirements Specification v.1.0	Software Requirements Specification of WaitrApp solution	Project site
WaitrApp Use Case Document v.1.0	Use Case Document of WaitrApp solution	Project site
WaitrApp Sustainability Analysis of Requirements Specification v.1.0	Sustainability Analysis of Requirements Specification on WaitrApp solution requirements specification	Project site

APPENDIX B: KEY TERMS

The following table provides definitions for terms relevant to this document.

Term	Definition
CCB	Change Control Board
Req. Priority Rank - Must	Requirement priority rank: The requirement is mandatory for the project to meet the expected outcome.
Req. Priority Rank - Should	Requirement priority rank: The requirement is still high priority, but not mandatory for the project.
Req. Priority Rank - Could	Requirement priority rank: The requirement is preferred, but not necessary.
Req. Priority Rank - Would	Requirement priority rank: The requirement can be postponed to later release.
Req. Status - Proposed	Requirement status: An idea is proposed and documented as a proposed requirement
Req. Status - Approved	Requirement status: An idea has been approved as a requirement
Req. Status - Implemented	Requirement status: The code was designed, written, and unit tested to implement a requirement
Req. Status - Verified	Requirement status: The requirement passed its tests after integration into the product
Req. Status – Deployed	Requirement status: The requirement is now available in deployed environments
Req. Status - Deferred	Requirement status: The requirement will be implemented in a future release
Req. Status - Deleted	Requirement status: The requirement was cancelled at later stage
Req. Status - Rejected	Requirement status: The idea was never approved

APPENDIX C: SOFTWARE REQUIREMENTS SPECIFICATION DOCUMENT TEMPLATE

WaitrApp software requirements specification is documented onto a separate document. Here are the table of contents of the template. Template available on the project site.

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APPENDIX D: CHANGE REQUEST FORM FOR WAITRAPP

Suggester				
Name of the suggester				
Description of the change request				
Date requested				
Priority	Must	Should	Could	Would
Reason for change				
Other artifacts impacted				
Other comments				
Links to more information				

Impact Analysis	
Name of the analyzer	
Date analyzed	
Work estimate	
Cost estimate	
Schedule impact	
Impacts if approved / rejected	
Recommendation	
Other comments	

Decision of the CCB			
Decision	Approved for immediate implementation	Approved for later implementation	Rejected
Reason			
Date decided			
Other comments			

APPENDIX E: PROJECT PLAN

Task ID	Task details	Start Date	End Date	Status	Task owner
1. Project Initiation & Project Management					
T1_00	Requirements gathering offer and approvals	1.9.2021	3.9.2021	Completed	Group W Sales Manager and Customer Wendy Weston
T1_01	Kick-off with customer	6.9.2021	6.9.2021	Completed	Group W Project Manager (PM), Group W Sales Manager
T1_02	Create V&S Document	6.9.2021	6.9.2021	Completed	Group W PM
T1_03	Create Requirements Management Plan	7.9.2021	7.9.2021	Completed	Group W Requirements Engineer
T1_04	Requirements Management and Maintenance of Requirements Management Plan	7.9.2021	13.10.2021	Completed	Group W RE
T1_05	Create Project Plan	7.9.2021	9.9.2021	Completed	Group W PM
T1_06	Project Management	6.9.2021	13.10.2021	Completed	Group W PM
T1_07	Project team meetings (Wednesdays)	8.9.2021	13.10.2021	Completed	Group W, Developer (optional)
2. Requirements elicitation					
T2_01	Customer requirements elicitation meetings	13.9.2021	14.9.2021	Completed	Group W PM, & Customer WW
T2_02	V&S Document baselining	15.9.2021	15.9.2021	Completed	Group W PM, & Customer WW
T2_03	Additional elicitation meeting	22.9.2021	24.9.2021	Completed	Group W RE

3. Requirements modelling					
T3_01	Create Software Requirements Specification Document	7.9.2021	17.9.2021	Completed	Group W RE, Group W Designer, Group W Architect (Group W)
T3_02	Model Business Processes View	20.9.2021	4.10.2021	Completed	Group W
T3_03	Model Use Case Diagrams and Use Case Document	20.9.2021	4.10.2021	Completed	Group W
T3_04	Model Context View Diagrams	20.9.2021	4.10.2021	Completed	Group W
T3_05	Model User Interfaces Diagrams	21.9.2021	4.10.2021	Completed	Group W
T3_06	Model Functional Requirements	20.9.2021	4.10.2021	Completed	Group W
T3_07	Model Non-Functional Requirements	20.9.2021	4.10.2021	Completed	Group W Architect
T3_08	Complete Software Requirements Specification Document	4.10.2021	8.10.2021	Completed	Group W and Group W Developer
T3_09	Developer sign-off	8.10.2021	8.10.2021	Completed	Group W PM and Group W Developer
4. Sustainability Analysis					
T4_01	Create Sustainability Analysis of Requirements Document	10.10.2021	10.10.2021	Completed	Group W RE
T4_02	Carry out Sustainability Analysis of Requirements	10.10.2021	10.10.2021	Completed	Group W RE
T4_03	Finalize Sustainability Analysis of Requirements document	10.10.2021	10.10.2021	Completed	Group W RE
5. Requirements Gathering conclusion					
T5_01	Validate and baseline the requirement documents	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW
T5_02	- Requirements Management plan	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW
T5_03	- Vision and Scope Document	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW

T5_04	- Software Requirements Specification Document	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW
T5_05	- Use Case Document	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW
T5_06	- Sustainability Analysis of Requirements	13.10.2021	13.10.2021	Completed	Group W PM and Customer WW
6. After Requirements Gathering phase tasks					
T6_01	Implementation phase offer to Customer	14.10.2021	15.10.2021 (Current estimate)	Work in progress	Group W Sales Manager

APPENDIX F: PROJECT MEETING MINUTES

Meeting name & date	
Participants	List
Agenda	Agenda list
Minutes	Meeting minutes / results
Decisions/action points	

Table x. Meeting minutes template

Meeting with Wendy's Vegburger CEO, 6.9.2021	
Participants	Group W Project Manager (PM) and Wendy's Vegburger CEO Wendy Weston
Agenda	Wendy Weston invited the meeting to explain the challenges her business is facing and to discuss about the requirements for a new order management solution.
Minutes	<ol style="list-style-type: none"> 1) Introductions 2) Wendy W. briefed the background of her restaurant 3) Discussion about the requirements and business idea of a new Order management application.
Decisions/action points	<p>AP1. Group W PM to document the handwritten notes into a formal Vision and Scope document and send over to Wendy W.</p> <p>AP2. Group W to call in another meeting to go through the Vision and Scope document and update as needed</p>

Group W Wednesday meeting, 8.9.2021	
Participants	Group W, excluding designer (on leave)
Agenda	Review the Vision and Scope (V&S) document and any needed updates discussion
Minutes	<ol style="list-style-type: none"> 1) Project overview by PM 2) Review of the document 3) Updates on sections recommended – RE has details 4) AOB: Designer on leave for 1 more week – Architect acting as designer where needed
Decisions/action points	N/A

Meeting with Wendy's Vegburger CEO, 10.9.2021	
Participants	Group W PM, Group W Requirements Engineer (RE) and Customer Wendy Weston
Agenda	Group W PM invited for a meeting to go through the V&S document and agree over it.

Minutes	<ol style="list-style-type: none"> 1) Introductions (RE meets customer first time) 2) Discussion on the V&S document 3) Discussion on the additional elicitations (Line cooks, Waiters and Cindy Weston) (Wendy to organize appropriate times)
Decisions/action points	<p>AP3. Group W to update the V&S document.</p> <p>AP4. Wendy W to provide meeting times with required stakeholders.</p> <p>AP5. Group W to facilitate the elicitation meetings</p>

Elicitation meeting with line cooks, 13.9.2021

Participants	3 of Wendy's Vegburger linecooks, Group W RE
Agenda	Review the needs from kitchen perspective
Minutes	<ol style="list-style-type: none"> 1) Observation of working environment, process, and behavior 2) Introductions 3) Discussion on the kitchen process based on the observations 4) Discussion on the kitchen side requirements
Decisions/action points	AP6, Group W to document the information and continue start further modelling

Elicitation meeting with chef Cindy Weston, 14.9.2021

Participants	3 of Wendy's Vegburger chef Cindy Weston, Group W RE
Agenda	Review the needs from chef perspective
Minutes	<ol style="list-style-type: none"> 1) Introductions 2) Discussion on the overall process 3) Discussion on the chef's management processes 4) Discussion on the chef's requirements 5) AOB: Group W has now -20% discount on weekdays during lunch time (just use discount code: "green chow" at the counter)
Decisions/action points	<p>AP7, Group W to document the information and start further modelling</p> <p>NOTE: inform Group W team about the discount code</p>

Elicitation meeting with line cooks, 14.9.2021

Participants	5 of Wendy's Vegburger waiters, Group W RE
Agenda	Review the needs from dining hall perspective
Minutes	<ol style="list-style-type: none"> 1) Observation of working environment, process, and behavior 2) Introductions 3) Discussion on the dining hall processes 4) Discussion on the dining hall requirements
Decisions/action points	AP8, Group W to document the information and start further modelling

Meeting with Wendy's Vegburger CEO, 15.9.2021

Participants	Group W PM, Group W RE and Wendy's Vegburger CEO Wendy Weston
Agenda	V&S document review and next steps discussion organized by Group W PM
Minutes	<ol style="list-style-type: none"> 1) Presentation of project plan – customer is happy about the plan 2) Discussion on the V&S document – the initial release scope updated to remove the Dining Hall order changes features. 3) Next steps - Group W to carry out modelling and where needed additional details can be discussed with the customer, 1 day advance notice is preferred for longer discussions (>5mins)
Decisions/action points	AP9. Group W to document updates to the V&S document

Group W Wednesday meeting, 22.9.2021

Participants	Group W
Agenda	Review the Requirements Gathering and Modelling progress
Minutes	<ol style="list-style-type: none"> 1) Progress review - UI models progressing really well (sent as email to customer), all other tasks progressing too – the infrastructure and performance requirements need to be revisited with customer – remember the 1 day advance notice when inviting the meeting 2) AOB: Designer now back – Architect available on full capacity again
Decisions/action points	AP10. Group RE to have a new meeting with Wendy & Cindy to go through the infrastructure again and performance requirements.

Meeting with Wendy's Vegburger CEO and Chef Cindy Weston, 24.9.2021

Participants	Group W RE, Wendy's Vegburger CEO Wendy Weston and Chef Cindy Weston
Agenda	Go through the infrastructure again and performance requirements.
Minutes	<ol style="list-style-type: none"> 1) Go through the infrastructure – information provided 2) Discuss about performance requirements – information provided 3) AOB Overall progress update – project in schedule
Decisions/action points	N/A

Group W Wednesday meeting, 29.9.2021

Participants	Group W
Agenda	Review the Requirements Gathering and Modelling progress
Minutes	<ol style="list-style-type: none"> 1) Progress review – now after the missing information was provided then all modelling activities are progressing as expected

	2) AOB: Developer is going on maternity leave in 4 months, a substitute is being searched from the other teams but might be hard as the business is blooming and all teams are busy.
Decisions/action points	N/A

Group W Wednesday meeting, 6.10.2021

Participants	Group W and Developer maternity leave substitute
Agenda	Review the Requirements Gathering and Modelling progress
Minutes	<ol style="list-style-type: none"> 1) Progress review – now after the missing information was provided then all modelling activities are progressing as expected, Developer review meeting can be arranged for 8.10.2021 2) AOB: Developer substitute update – a potential replacement is found but is not as senior so will join team meetings from now on starting from this meeting
Decisions/action points	<p>AP11: Group W PM to invite for a Developer review meeting for 8.10.2021</p> <p>NOTE: Developer maternity leave substitute to be invited to future meetings</p>

Developer sign-off meeting, 8.10.2021

Participants	Group W, Developer and Developer substitute
Agenda	Review the Requirements Gathering and Modelling from developer's point of view
Minutes	<ol style="list-style-type: none"> 1) Presentation of the material package 2) Discussion on any hindrances to proceed on the software design if customer agrees to the offers – nothing major and for any unclear parts the team is available to clarify. 3) AOB: Developer substitute will take an additional course on the selected programming language to ensure a smooth transition during the project from Developer
Decisions/action points	NOTE: Developer substitute out-of-office next week

Requirements Gathering and Modelling phase closing meeting, 8.10.2021

Participants	Group W, Developer and Developer substitute
Agenda	Review the Requirements Gathering and Modelling progress
Minutes	<ol style="list-style-type: none"> 1) Presentation of the material package 2) Closing the Gathering and Modelling phase – moving into Requirements Change management mode, customer validation meeting to be arranged on 13.10.2021 after team meeting
Decisions/action points	<p>AP12: Group W PM to invite a Customer validation meeting for 13.10.2021</p> <p>NOTE: Developer substitute out-of-office next week</p>

Group W Wednesday meeting, 13.10.2021	
Participants	Group W and Developer
Agenda	Review the Sustainability Analysis of Requirements results
Minutes	1) Presentation of the analysis by Requirements Engineer – analysis was completed and report document finalized
Decisions/action points	NOTE: Developer substitute out-of-office this week

Meeting with Wendy's Vegburger CEO, 13.10.2021	
Participants	Group W Designer (Dgr), Wendy's Vegburger CEO Wendy Weston
Agenda	Review the Requirements Gathering and Modelling deliverables
Minutes	<ol style="list-style-type: none"> 1) Introductions (Dgr) meets customer first time) 2) Validate and baseline the requirement documents <ol style="list-style-type: none"> a. Vision and Scope Document – approved b. Requirements Management plan - approved c. Software Requirements Specification Document - approved d. Use Case Document - approved e. Sustainability Analysis of Requirements – approved 3) The Requirements Package Approval - Template was shared to Customer; Wendy promised to review the package still and share the filled approval document via email by EOB 15.10.2021
Decisions/action points	<p>NOTE: Due to sudden illness of the Group W PM the Group W Designer was representing the Group W in the meeting</p> <p>Project deliverables provided and Customer provisional approval</p> <p>AP13: Customer WW to review the documents and send a final sign-off still this week (by EOB 15.10.2021)</p>

APPENDIX G: ACTION POINT TRACKER

Action point ID	Action details	Creation Date	Closing Date	Status	AP owner
AP_01	Group W PM to document the handwritten notes into a formal Vision and Scope document and send over to Wendy W.	7.9.2021	7.9.2021	Completed	Group W PM
AP_02	Group W to call in another meeting to go through the Vision and Scope document and update as needed	7.9.2021	10.9.2021	Completed	Group W PM
AP_03	Group W to update the V&S document	10.9.2021	10.9.2021	Completed	Group W PM
AP_04	Wendy W to provide meeting times with required stakeholders.	10.9.2021	10.9.2021	Completed	Customer WW
AP_05	Group W to facilitate the elicitation meetings	10.9.2021	13.9.2021	Completed	Group W PM
AP_06	Group W to document the information and start further modelling	11.9.2021	13.9.2021	Completed	Group W RE
AP_07	Group W to document the information and start further modelling	12.9.2021	13.9.2021	Completed	Group W RE
AP_08	Group W to document the information and start further modelling	12.9.2021	13.9.2021	Completed	Group W RE
AP_09	Group W to document updates to the V&S document	15.9.2021	15.9.2021	Completed	Group W RE
AP_10	Group RE to have a new meeting with Wendy & Cindy to go through the infrastructure again and performance requirements.	22.9.2021	24.9.2021	Completed	Group W RE
AP_11	Group W PM to invite for a Developer review meeting for 8.10.2021	6.10.2021	6.10.2021	Completed	Group W PM
AP_12	Group W PM to invite a Customer validation meeting for 13.10.2021	8.10.2021	8.10.2021	Completed	Group W PM
AP_13	Review the Requirements Gathering and Modelling deliverables	13.10.2021	15.10.2021 (estimate)	Work in progress	Customer WW

APPENDIX H: REQUIREMENTS MANAGEMENT PLAN APPROVAL TEMPLATE

The undersigned acknowledge they have reviewed the **WaitrApp Requirements Management Plan** and agree that it meets the set expectations.

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

APPENDIX I: REQUIREMENTS PACKAGE APPROVAL TEMPLATE

The undersigned acknowledge they have reviewed the **WaitrApp Requirements Package** and agree that it meets the set expectations.

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____