

# 13/02/24 Meeting minutes

## Date

Week 3

13 Feb 2024

## Participants

- @Farah Choudhury @Amaan Jahangir @Ewan Devlin @Isha Singh @Jacob Farrow @Nadine Sjahsam @m.adan
- Absent: Ewan Devlin (excused)

## Agenda

- Review of project requirements and client interview responses
- Discussion and refinement of functional requirements
- Identification of non-functional requirements
- Assigning tasks and responsibilities

## Discussions

Item	Notes
Review of Project Requirements and Client Interview Responses	<ul style="list-style-type: none"><li>The meeting began with a review of the project scope and objectives, focusing on the development of a Warehouse Management System (WMS) for Rakusens, a traditional food manufacturer.</li><li>The team discussed the importance of shifting towards a paperless inventory management strategy and the need for a system that could record stock by Best Before Date (BBD) and implement stock rotation.</li></ul>
Discussion and Refinement of Functional Requirements	<ul style="list-style-type: none"><li>The team collaboratively outlined the functional requirements of the WMS, covering aspects such as user management, product management, order processing, reporting, and alert systems.</li><li>Each functional requirement was discussed in detail, with input from team members regarding key features, user roles, and system interactions.</li></ul>
Identification of Non-Functional Requirements	<ul style="list-style-type: none"><li>Following the discussion on functional requirements, the team identified and discussed various non-functional requirements essential for the success of the project.</li><li>Key areas addressed included security, performance, scalability, integration, user interface, accessibility, reliability, compatibility, and testing.</li></ul>
Assigning Tasks and Responsibilities	<ul style="list-style-type: none"><li>Tasks were assigned to team members based on their areas of expertise and interest.</li><li>Assigned to compile the functional requirements into a formal document.</li><li>Tasked with drafting the non-functional requirements document.</li><li>Assigned to conduct further research on specific technical aspects related to security and performance, respectively.</li></ul>

## Action items

- Compile functional and non-functional requirements for the document.
- Draft Requirements Specification document.
- Follow-up meeting to review and finalize requirements documents.