I organize the system requirements base on my understanding and write down some questions about the requirements.

the format of the requirements:

requirement name (number of the original system requirement)

* Explanation of the requirements

→ questions about the requirement

black means the requirement has higher priority; blue means the requirement has lower priority.

The organization, classification and priority are very subjective. If you find anything strange, unclear or need to be modify, you can write it down under the requirements or modify it directly.

These system requirements are designed to meet the specified user requirements and provide a comprehensive solution for managing room reservations in a startup environment.

**Functional req**

**Information that should be provided by the system**

**Room Mapping (10)**

* The system shall provide visual maps for each room, offering spatial context for better understanding and navigation within the facilities.

related req: Integration with Mapping Services

**Room Information (6, 13, 26)**

* The system shall display comprehensive real-time information about each room, includes:
  + facilities and equipment
  + specific rules or guidelines.
  + availability status
  + current occupants and ongoing activities
  + visual representation (picture): to offer users a clear understanding of the room's layout and features.

**Additional Information (29, 30)**

* The system shall provide additional information to ensure users stay informed about relevant updates, such as:
  + scheduled room repairs or maintenance
  + notifications about the availability of new rooms

**FAQs and Help Center (21)**

* The system shall include a comprehensive FAQ section and a help center easily accessible to address common user queries and provide guidance.

**Room reservation**

**Meeting Time Extension (2)**

* Users shall have the capability to extend the duration of their meetings beyond the initially scheduled time, with appropriate notifications and adjustments to the booking system.

related req: Reservation Notices

**Meeting Cancellation (3)**

* The system shall provide a user-friendly interface for easily canceling scheduled meetings, with options for users to provide cancellation reasons for analytical purposes.

related req: Reservation Notices

**Room Swapping (9)**

* Users shall have the capability to seamlessly swap between different rooms, ensuring optimal utilization based on evolving needs.

→ Do users need to be able to swap rooms during the meeting?

related req: Reservation Notices

**Attendee Management (4, 12)**

* Users must be able to dynamically add additional attendees to a meeting or remove attendees, considering room capacity and predefined limits.
* The system shall automatically collect and display the number of attendees for each meeting, aiding in post-meeting analysis.

related req: Reservation Notices

**Booking Confirmation (5)**

* Upon successful room reservation, the system shall generate and send comprehensive email notifications to all meeting attendees, confirming reservation details, including date, time, and room information.

**Reservation Notices (28)**

* Users shall receive timely notices related to reservations, including reminders, updates, and any changes to the reservation status.

related req: Meeting time extension, meeting cancellation, room swapping, attendee management.

→ about attendee management: should all attendees of the meeting receive a notification about additional attendees/ removed attendees, or only additional attendees / removed attendees would get the notification?

**User interface req**

**Searching and Filtering (1)**

* The system shall include an advanced search feature allowing users to filter rooms based on time availability, capacity, amenities, and user-defined preferences.

→ what are user-defined preference include?

**Flexible Scheduling (7)**

* Users shall be able to schedule meetings using a user-friendly interface supporting both weekly and monthly views for enhanced convenience.

**Dual Scheduling (8)**

* The system shall allow users to manage two schedules simultaneously – one for the chosen room and another for their personal schedule.

→ what is a personal schedule?

**Meeting management**

**Room Tagging (11)**

* Users shall be able to tag rooms with custom labels for easy identification, streamlining the booking process.

→ Are tags added to rooms or to meetings? Which rooms/meetings can be tagged by users (all the rooms / the rooms that are booked by the user)? If a user adds a tag to a room, can other room users/meeting attendees see the tag?

**Recurring Meetings (14)**

* Users shall be able to schedule recurring meetings at specified intervals, reducing the effort needed for repetitive reservations.

→ I don’t understand what this req means.

**User review**

**User Reviews and Ratings (19)**

* The system shall feature a review and rating system for both rooms and the overall booking experience, encouraging user feedback.

**Room Ranking (20)**

* Rooms shall be ranked based on user feedback, cleanliness, amenities, and other relevant metrics, facilitating informed decision-making.

**Integration with other software/services**

**Integration with Mapping Services (24)**

* The system shall seamlessly integrate with mapping services to provide accurate location information for each room, enhancing overall user experience.

related req: room mapping

**Calendar Integration (25)**

* The system shall integrate with popular calendar applications, allowing users to sync and track reservations effortlessly.

**Booking History Access (27)**

* Users shall have easy access to a complete history of their past room reservations, promoting transparency and record-keeping.

**Non-functional req**

**Security**

**Data Security and Privacy (22)**

* The system shall adhere to stringent data security and privacy measures, including encryption protocols and secure storage practices.

**Secure Access (15)**

* The system shall implement a mandatory login process to ensure the security of room reservations and user information.

**Usability**

**User-Friendly Registration (16)**

* The system shall offer a straightforward and user-friendly registration process, ensuring a seamless onboarding experience.

**Mobile-Friendly Interface (23)**

* The system shall provide a responsive and intuitive mobile-friendly interface, allowing users to access and manage reservations conveniently via phones and tablets.

**Real-Time Availability (17, 18)**

* The system shall display real-time information regarding room availability, updating instantly to reflect any changes, providing a seamless booking experience.