1   Meeting Minutes

This appendix contains records of all meetings held with the Requirement Provider (Ms. Nida Sultan Nahra) throughout the requirements gathering and validation process.

1.1   Meeting 1: Initial Requirements Discussion

Date: December 12, 2025
Time: 2:00 PM - 3:30 PM
Location: Namal University, Mianwali

Attendees:

- Ms. Nida Sultan Nahra (Requirement Provider - Hostel Warden)
- Muhammad Ahmad (Team Lead)
- Asad Ullah Khan (Team Member)
- Maryam Rashid (Team Member)

Agenda:

1. Introduction and project overview
2. Discussion of current hostel management challenges
3. Identification of key stakeholders
4. Initial requirements gathering

Discussion Summary:

Ms. Nida Sultan Nahra outlined the major pain points in current hostel operations:

- Manual attendance verification is time-consuming and error-prone
- Paper-based gate slip system lacks traceability and security
- Room allocation is managed through spreadsheets leading to conflicts
- No centralized student database for hostel-specific information

Key functional requirements identified:

- Automated attendance tracking integrated with biometric devices
- Online application method before exiting hostel or university
- Comprehensive room management module
- Day scholar tracking for security purposes

Next Meeting: November 20, 2025

1.2 Meeting 2: Requirements Refinement and Validation

Date: December 23, 2025
Time: 3:00 PM - 5:00 PM
Location: Online meeting through Zoom

Attendees:

- Ms. Nida Sultan Nahra (Requirement Provider)
- Muhammad Ahmad (Team Lead)
- Asad Ullah Khan (Team Member)
- Maryam Rashid (Team Member)

Agenda:

1. Review of information provided by RP
2. Detailed discussion of each functional module
3. Clarification of user roles and permissions
4. Discussion of integration requirements
5. Validation of non-functional requirements

Discussion Summary:

Attendance Management:

- Biometric devices will be used
- Attendance window: 6:00 PM to 10:00 PM daily
- Absent student list must be generated by 10:05 PM
- Manual override needed for biometric failures

Gate Exit System:

- Current paper forms include student details, destination, departure and return times, and parent contact
- Average approval time is 2 to 4 hours
- Security checkpoint verification is manual and requires a digital solution
- Online short application and biometric verification will be used for gate exit

Room Management:

- Total rooms are approximately 50 with capacities of 2, 4, and 8
- Group-wise allocation based on mutual agreement
- Room change requests require a systematic workflow with vacancy visibility

- Students absent for six consecutive months will be automatically removed from room allocation

Day Scholar Tracking:

- Approximately 50 to 80 day scholars visit daily
- Entry and exit must be logged for security
- Warden notification is required upon day scholar entry

Non-Functional Requirements Validation:

- System must support more than 100 concurrent users
- Response time must be under 3 seconds for most operations
- Daily automated data backups are required
- Strict role-based access control is mandatory
- Mobile responsiveness is critical

Clarifications:

- Integration with the university student information system is read-only
- SMS notifications are limited to critical events
- Email notifications are preferred for routine communication