**Meeting\_2 Agenda- Requirements Gathering (Initial)**

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| DATE | LOCATION |
| 16th February, 2020 | Room 008 , GICT Building |
|  |  |
| TIME | TITLE |
| 06:00 PM | Requirements Gathering |

AGENDA DETAILS

1. **Define potential stakeholders**
2. **Define effective methodology for gather requirement from the stakeholders**
   * + Listing down steps for requirement gathering

SCHEDULE

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| **TIME** | **CONTENT DESCRIPTION** |
| 06:00 to 06:05 pm | Attendance; Call to Order |
| 06:05 to 07:10 pm | Individual input on stakeholder identification |
| 07:10 to 07:30 pm | Finalize stakeholder |
| 07:30 to 08:00  pm | List down the Questionnaire and divide work for the individual talk with stakeholders |
| 08:05 pm | Adjournment |

**Next Meeting Date:** 20rd February, 2020