**Meeting\_2 Requirement Gathering (Initial)**

DETAILS

* **List of potential Stakeholder** 
  + - All school (SEAS, SCS, AMSOM, etc) student (Main user)
      * + Students would be the users of the application as it would provide an interface to access all the information regarding the club activities.
    - Core Committee member of all club (Main user)
      * + Club’s would use this application to broadcast their activities around the university.
    - Program office head
      * + The professional talks and workshops which are organised by the university would be added by the admin offices of the respective school.
    - Rahul sir (IT Manager)
      * + Maintenance of the software would be the responsibility of the IT manager.

* **Method for requirement gathering**
  + - **Brainstorming** involves meeting with various stakeholders in one place to discuss and catalog potential ideas, challenges, and solutions.
    - **Stakeholder interviews** are typically one-on-one meetings with stakeholders to gather key information about their roles, knowledge, and experience in relation to the impact on the project.
    - **Questionnaires** can be sent out anonymously to a group or in a targeted manner to particular individuals (or types of individuals) regarding factors that can either impact a project or be impacted by a project. It can involve different aspects including their roles, views, experiences, opinions, and more.
      * + Organizer Questionnaires

1. How many activities are organized by your club per semester?
2. Would it be preferable to write emails from scratch every time an event is to be organized or would it be preferable to have a format in which just the details need to be filed?
3. Due to unavoidable circumstances if an event is cancelled do you prefer to have an email sent or a notification through the application?
4. What functionality do you believe is required from the software? what would be not feasible?

* + - * + Student Questionnaires

1. Which Club’s are you officially part of?
2. How many activities do you take part in on an average in a semester?
3. Do you believe that emails make it harder to navigate through all the activities held in the university?
4. Do you attend activities of clubs in which you are not officially registered?
5. Do you register for an event and later not attend it?
6. Would it be preferable for you to have a list of activities taking place on a day in one place?
7. Would you like to have a reminder for the activity you have registered for?
8. Do you attend talks and workshops organised by other schools?
9. What functionality do you believe is required from the software? what would be not feasible?

<https://www.pmworld360.com/blog/2018/07/03/4-steps-to-effective-project-requirements-gathering/>