

Minutes of Meeting (MOM) – Analysis Phase 1

Analysis Phase 1

Define system requirements (functional & non-functional). Identify key features and functionalities.

Template for MOM:

Meeting Date: 11/02/2025

Time: 9:00 PM

Location: College dorm

Attendees: Khalid Albariqi - Mohammad alsuqair - Abdulaziz Alshatb –
Abdullah Faleh Al shammari

Agenda:

1. Discuss functional and non-functional requirements.
2. Define key features and functionalities for the system.
3. Review and finalize system requirement documents.

Minutes:

1. Identified functional and non-functional requirements for the system.
2. Defined key features and functionalities based on the project scope.
3. Finalized system requirement document and ensured it aligns with project goals.

Action Items:

1. Finalize and document all requirements for Deliverable 2.
2. Prepare use-case diagrams and start the ERD process for analysis.
3. Schedule a follow-up meeting for the next phase (Design Phase).