Software Engineering, Monsoon 2022-2023

MEETING-2 Report

REQUIREMENT GATHERING AND IDENTIFYING STAKEHOLDERS

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**02nd September 2022 / 7:00 PM / Online**

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# **AGENDA**

1. Requirements Gathering

* Gathering requirements via brainstorming and document analysis.

1. Identifying Stakeholders

* Listing and figuring out the users which may be interested or affected by the project.

1. Work division and SRS documentation

* Work division on finding the functional and non functional requirement.

# REPORT

The meeting started with discussing the possible stakeholders for the project. After finalising the internal and external stakeholders. We all brainstormed and discussed regarding requirements. The pointers for both were noted.

**Identifying Stakeholders**

We listed all the possible stakeholders that we could think of, and jot them down. Discussed how, who and why those people will get affected directly as well as indirectly. All the external and internal stakeholders were finalized. Their expectation from the project outcome and requirements were discussed thoroughly.

Internal stakeholders are basically our team, professor and University. Whereas external stakeholders are educational institutions, faculties/instructors, technical staff, system administration and students.

External Stakeholders

1. Employees/Students
2. Project Manager
3. IT admin
4. Organizations - Universities and companies.

**Requirements Gathering**

Together we discussed, brainstormed and analysed few documents for requirement gathering. All the members were also given some time by themselves to think about the requirements of the project. The project targets employees eho work in a team where tasks are assigned and managed by a manager or admin. We listed the relevant requirements for further documentation.

Some of the requirements are - Secure login, Authorisation - access to limited information depending on the user, User registration, Creating a project - with appropriate details, assigning task to the project team, edit the status of the task - completed, on hold, started, etc.

There after we made a dashboard and assigned the task to start with the SRS documentation.

**Division of work**

* Work Scope, Introduction, Target audience
* Non functional Requirements
* Functional Requirements
* Buisness Requirements
* Assumptions, Constraints, product features.

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# **CONCLUSION**

Thus, we started with basics of requirement analysis this week which is foundation for diagrams next week.

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# **NEXT WEEK’S AGENDA**

1. Requirement Diagram
2. Review Parts of SRS document.