İZMİR UNIVERSITY OF ECONOMICS

Meeting Report No: 1   **Meeting Date: 2/11/2022**

Meeting Place: ZOOM (Online)   **Meeting Hour: 23:00 - 23:32**

Project Name	MRoom
Project Number	8

	Name & Surname	Signature
Meeting Director	Serra Öğütcen	
Meeting Reporter	Cemile Dilvin Ağaçhanlı	

	Name & Surname	Department	e-mail
1	Cemile Dilvin Ağaçhanlı	Software Engineering	dilvin.agachanli@std.izmirekonomi.edu.tr
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4	Halil Arda Aşılıoğlu	Software Engineering	arda.asilioglu@std.izmirekonomi.edu.tr
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Agenda Points

1 What is project usability?	
2 Keeping data such as number of people, names, date, time in the program	
3 Comparison of applications that offer similar features, determination of deficiencies	
4 Can each meeting room be reserved as many times as required by each department? How should the system be?	
5 What platforms can the program be on?	
6 Not only room reservation, other functions that can be added	
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Decisions

No	Which jobs to be done?	Who to do?	When to do?
1	Researchin similar programs	Every member	Until next week
2	Scaling the Project	Serra Öğütcen	Three weeks
3	Finding new features for the project	Every member	Two weeks
4	Estimating the Budget	Halil Arda Aşılıoğlu	Until December
5	Making the Program more compatible for Different businesses	Cemile Dilvin Ağaçhanlı	Three Weeks
6	Estimating possible errors	Every member	Two Weeks
7	Finding ways for enabling different business departments to use it more effective	Serra Öğütcen – Halil Arda Aşılıoğlu	Until next week

Plans for the Next Meeting

We planned to finalize our requirements for requirement specification forms. Research other meeting programs, find more advantages for our program, and we decided to find more features that will appeal more businesses till the next meeting.

Meeting Photo

Attachments (if required)

Functional Requirements

1 The system should be able to authenticate users by taking their username and password when they login to the system

2 The system should ask the users to enter the date and time with the number of attendants of the meeting they try to plan.

3 The system should demonstrate all the available rooms for a given time period.

4 The system should store and show all the details about rooms if user want to see them (capacity, features for disabled people, advantages of the room etc.).

5 The system should enable the admin to mark some rooms as special rooms. This rooms will be available to book only when admin allows them to be.

6 The system should know if the meeting have the chance to last longer than expected and suggest rooms accordingly. (By checking if there is an upcoming meeting in that room in 1 hour)

7 The system should enable users to book rooms.

8 While booking, the system should ask for the service needed during meetings. (foods, drinks or technological equipment etc.)

Non Functional Requirements

1 The system should be available for everyone in a company. (Including managers and service staff)
2 The system should be available 24/7.
3 The system should protect the information of people who will use the room.
4 The system should be able to be used by both mobile and desktop devices.
5 The system should be compatible to be used by different companies at the same time (one company with a 100 or less users and another company with 1000 or more users. up to 500 companies.).