**REQUIREMENT SPECIFICATION FORM**

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| --- | --- | --- | --- | --- |
| **Contact Information** | | | | |
| Project Name | | | Req. No | Req. Date |
| MROOM | | | 4 | 23-11-22 |
| Requesting Firm or Organization | | | | |
| Gülşah Karaduman Bahçe | | | | |
| Contact Personel | Phone No | e-mail | | |
| Emir Erden | 0545 262 89 36 | emirerden123@gmail.com | | |

| **Request Information** |
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| Request Description |
| 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. |
| Justification |
| This requirement is important because if the meeting is with some that is not from the company, employees may not found empty meeting room. This requirement can prevent this. |
| Effect if declined (Risk if the project request is declined) |
| If this requirement is declined than employees may not found empty room for important meetings. The guests would not be welcomed well. |
| Request Alternatives (if exists) |
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| **Request Review Information** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Revıewer Conclusion |
| 24-11-22 | Emir Erden | Approved  Declined  Postponed (D: ) |
| 24-11-22 | Serra Oğütcen | Approved  Declined  Postponed (D: ) |
| Suggestion Elaboration | | |
| Special rooms are important and this program needs something like this. | | |

| **Request Final Review** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Conclusion |
| 25-11-22 | Halil Arda Aşılıoğlu | Approved  Declined |
| Comments (if need) | | |
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