**REQUIREMENT SPECIFICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Information** | | | | |
| Project Name | | | Req. No | Req. Date |
| MRoom | | | 5 | 15/11/2022 |
| Requesting Firm or Organization | | | | |
| Gülşah Karaduman Bahçe | | | | |
| Contact Personel | Phone No | e-mail | | |
| Cemile Dilvin Ağaçhanlı | 05340712672 | [dilvinagachanli@gmail.com](mailto:dilvinagachanli@gmail.com) | | |

| **Request Information** |
| --- |
| Request Description |
| 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) |
| Justification |
| In the event that any meeting is prolonged, it is necessary to take precautions in order not to disrupt other meetings in the system. |
| Effect if declined (Risk if the project request is declined) |
| Another solution should be offered, suitable for the possibility of the system prolonging according to the duration of the meeting. |
| Request Alternatives (if exists) |
|  |

| **Request Review Information** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Revıewer Conclusion |
| 17/11/2022 | Cemile Dilvin Ağaçhanlı | Approved  Declined  Postponed (D: ) |
| 17/11/2022 | Serra Öğütcen | Approved  Declined  Postponed (D: ) |
| Suggestion Elaboration | | |
|  | | |

| **Request Final Review** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Conclusion |
| 17/11/2022 | Cemile Dilvin Ağaçhanlı | Approved  Declined |
| Comments (if need) | | |
| If it cannot be determined in advance whether the meeting will be extended, there may be problems. | | |