**REQUIREMENT SPECIFICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Information** | | | | |
| Project Name | | | Req. No | Req. Date |
| MROOM | | | 6 | 15/11/2022 |
| Requesting Firm or Organization | | | | |
| Gülşah Karaduman Bahçe | | | | |
| Contact Personel | Phone No | e-mail | | |
| Halil Arda Aşılıoğlu | 05050651736 | arda550550@outlook.com | | |

| **Request Information** |
| --- |
| Request Description |
| While booking, the system should ask for the service needed during meetings. (Food, drinks, or technological equipments etc. ) |
| Justification |
| For projects, considering the ones with people outside the company as well, the success of the meetings are extremely important to overall success. A company or an employee should express itself with the necessary equipments during the meetings. In the other hand, clients would be satisfied by treats as well as the ideas! |
| Effect if declined (Risk if the project request is declined) |
| Technical difficulties may occur during important meetings. It would seem very unprofessional which may even cause client loss. |
| Request Alternatives (if exists) |
| Service might be asked manually. |

| **Request Review Information** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Revıewer Conclusion |
| 17/11/2022 | Serra Öğütcen | Approved  Declined  Postponed (D: ) |
| 17/11/2022 | Halil Arda Aşılıoğlu | Approved  Declined  Postponed (D: ) |
| Suggestion Elaboration | | |
| The requirement seems fine so far. | | |

| **Request Final Review** | | |
| --- | --- | --- |
| Review Date | Reviewer Name and Signature | Conclusion |
| 17/11/2022 | Halil Arda Aşılıoğlu | Approved  Declined |
| Comments (if need) | | |
| Service is often asked by phone calls or face to face communication in general cases. It takes too much time and it is ineffective to communicate with lots of people for one meeting. This feature also helps service personal to keep track of their occupations | | |