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Project Name: Time Tracking System

Developer Session 1
Session Unique Number 5

Date: Nov 1th, 2015
Time: 7:00PM
Duration: 1 hour
Location: Telephone conference

Unique ID: *Developer_01112015_1900*

Stakeholder:	*Name: Neel Shah* *Title: Senior Developer* *Employer: Acme, Inc* *Email: neel.shah.528@gmail.com* *Phone: 817-681-2939* *Viewpoint: Developer*	***Stakeholder:***	*Name:* *Title:* *Employer:* *Email:* *Phone:* *Viewpoint:*
Requirements Engineer:	*Name: Robert Pate* *Email: robert.pate@gmail.com* *Phone: 512-827-8137*	**Scribe:**	*Name: Greg Williams* *Email: 512-720-0555* *Phone: 512-720-0555*

Session Goals and Desired Outcomes

Goal	Description
Topics for goals may include:	• *Understand and Document platform constraints.* • *Identify any Legacy System Usage* • *Clarify network constraints* • *Code / Language* • *Identify Database system / type* • *Identify other project related resource requirements (physical machines, tools, licenses, etc.)*

Outcomes and Products	Description
Outcomes and Products may include:	• *Additional information required to formulate Vision Document.* • *Additional scope (functional)* • *Stakeholder expectations (nonfunctional, project)* • *Stakeholder Analysis for Development Group*

Input to Guide Requirements Acquisition Session

Portion of System under Discussion

Guiding Scenario (if used)	n/a
Reference Documents	n/a

Action Items or Outstanding Issues/Requirements from Previous Sessions (if necessary)

Previous Session Date	**n/a**	**Previous Meeting Purpose**	**n/a**

Number	Description	Assigned To	Status

Planned Questions

Question #	Description
1	Are there any legacy systems we will need to interact with?
2	Are there any networking constraints we need to be aware of?
3	Are there any hardware constraints we need to be aware of?
4	Are there any constraints around software? Languages? Toolstacks?
5	Are there licensing constraints we need to be aware of?
6	What is the most common use case?

Notes:

DEVELOPER

Are there any legacy systems we will need to interact with?

- Web-based time tracking system (web-api?)
- JIRA Ticketing
    - Wants integration between these legacy systems and the new system.

Are there any networking constraints we need to be aware of?

- Need to support both Inside-the-Firewall deployment AND Outside-the-Firewall deployments
- “Cloud” when outside the firewall
- Support global workforces
    - Website response must be kept high when users are geographically distributed.

Are there any hardware constraints we need to be aware of?

- Currently the Time-Tracking system hardware is being used
- A few computers available for this system, but more hardware will be required
- Cloud can mitigate some hardware cost.
- This project's budget will have to include the additional hardware costs.
- NO specific expectations on hardware configuration
- Must be aware of customer performance expectations.
    - The developed system must be performance tested!

Are there any constraints around software? Languages? Toolstacks?

- Web-Toolstack is nice, specific languages were not specified.

Are we allowed to use third party software? Are there licensing constraints we need to be aware of?

- Streamlining around JIRA integration/Possibly other ticketing systems
- Additional tools are allowed, subject to licensing restraints
    - NO-GPL Licenses
    - Preference for Apache-Based (GNU) licensing
    - Consult with legal for additional requirements in this area.
- Integrate with common accounting systems?
- Need to have robust importing!
    - Strange storage solutions will be encountered
    - Either
        i. Per-Client Custom migration should be available
        ii. Data-Model exposure to enable migration for users
    - Documentation on Migration would be required.
- Follow up with Accounting on existing systems.

What kind of database will the product interface with?

- Preference would be toward Postgres
    - Current system modeled in postgres, migration would be simpler for this developer.

Are there any other resources that we can use?

- Web-Toolstack A
- No other available resources.

Concerns?

- No concerns, developer seems super excited.

USER

Most-common Use Case?

- (End of day - optional; always available would be best) -> login to website (low click count) -> enter hours & project -> review -> submit (one/none click)
- Have templated entry! (Reuse and low click count)
    - Keep track of common projects
    - e.g. 1 hr email : 3 hrs project A : 4 hrs project B ?
        i. Flexible timing templating
        ii. keep track of projects explicitly
        iii. Add new projects as they occur
        iv. Be able to delete projects from "View"

- Have a unique “User View”
    - Be able to filter out projects, but keep all the history?
    - See all recent projects.
    - Overridable by manager; Project recall if a project becomes active again.
- Per-User Custom projects
    - Not a common use case, perhaps a convenience feature for devs/users only? - > **********FOLLOW UP**********

Reporting for Users?

- Current system only shows previous week.
- Provide more robust and longer-lived project/timing reports
- More robust and powerful views.
- Graphic representation of user “time spent”?
- “See what my manager sees” - but only per user, keep cross-user reporting for managers only?
- Reminders/Alerting
    - notifications if reporting has not been submitted by some manager-specified time.
    - Popular calendar integration (WebDAV, .ics,...)
    - Different timing for requirements for different users.

Submission for Users?

- Currently weekly
- Now, no way to update time estimates (TrueBlue Honest)
- On-The-Fly Adjustment of reported time would be nice?
    - Rare, but useful feature (maybe require manager approval for this feature?)
    - “Once - every few months”
    - Automatic reminders help mitigate this “Sad-Path” scenario
- Daily reporting
    - Not necessary to capture everything in real time for reporting
    - Minimum two-week reporting would be ideal for the developer/user.
    - Accounting might have different requirements!!!
- Available “As-Needed” (always up, when is web-site maintenance done?)

Action Items

Action Number	Description	Assigned To	Due when
1.	**Convert the transcription to this document**	**Robert**	**2015-11-27**
2.	**Represent requirements based on this document**	**Robert**	**2015-11-27**

Agreements and Approvals

On the delivery date listed, I agree to deliver notes documenting this requirements session to the Stakeholder's listed below.

Requirements Engineer Name	Requirements Engineer Signature	Delivery Date
Robert Pate		2015-11-27

The above requirements session report accurately reflects the session for which I served as an expert on the dates indicated above.

Stakeholder Name	Stakeholder Signature	Approval Dates

Functional Requirements

The system shall log time to an employee's account when they log time in JIRA
The system shall integrate with common accounting systems
The system shall import data from legacy systems
The employee shall enter the project and the hours spent on it each work day
The employee shall review their logged hours prior to submission
The employee shall submit their logged hours after review
The system shall show a list of common projects to the employees to save time
The employee shall be able to customize their list of projects
The employee shall be able to configure templates to speed up logging their hours
The manager shall be able to customize the projects viewed by the employees
Employees shall see their time spent over the week and the project
The manager shall set a reminder frequency for employees to report their time
The employee shall change their reported time when incorrect

Non-Functional Requirements

The system shall have high response time globally
The budget will include costs for additional hardware
The system shall require a low number of clicks to log time
The system shall be available 24/73 ,
The system shall integrate with WebDav and ICS

Data Requirements, Events and Inputs/Outputs

The system shall alert the employee if they have not reported their hours within the manager-set time
Users shall submit their logged hours weekly
The system shall alert the manager when the employee changes their reported time

Installation Requirements

The system shall be installable by the IT administrator
The system shall be available in the cloud.
The system shall avoid GPL licenses
The developer prefers a Postgres database
The developer prefers a web tool stack