**Meeting\_3 Agenda: Requirement gathering, Identifying Stakeholders**

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| Date: | On: |
| 12th February 2021 | Discord |
|  |  |
| Time | Title |
| 9 pm | Requirement gathering, Identifying stakeholders, Team Division for ER diagram and Use case Diagram |

**AGENDA DETAILS**

1. **Identifying Stakeholders**
   * + Listing and figuring out the users which may be interested or affected by the project.
2. **Requirements gathering** 
   * + Gathering requirements via brainstorming, document analysis.
3. **Team division for ER Diagram and Use Case Diagram**
   * + Forming two teams each for ER Diagram and Use Case Diagram. These teams will prepare rough ER and Use case diagrams. Later, they shall be discussed amongst inter teams in the next meeting.

SCHEDULE

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| **TIME** | **CONTENT DESCRIPTION** |
| 09:00 to 09:05 pm | Check the presence of every member |
| 09:05 to 09:30 pm | Discussing and deciding about the possible stakeholders for the project |
| 09:30 to 10:30 pm | Requirement gathering by brainstorming and discussing |
| 10:30 to 10:40 pm | Team division for ER and Use case Diagrams |
| 10:40 to 10:50 pm | Preparing a Trello board and assigning the work deadlines |
| 10:50 to 10:55 pm | Discussing the next meeting date |
| 10:55 pm | Adjournment |

**Next Meeting Date:** 17th February 2021