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



* **Identifying Stakeholders** 
  + - We listed all the possible stakeholders that we could think of, and jot them down. Discussed how, who and why those people will get affected directly as well as indirectly. All the external and internal stakeholders were finalized. Their expectation from the project outcome and requirements were discussed thoroughly.
    - Internal stakeholders are basically our team, professor and University. Whereas external stakeholders are educational institutions, faculties/instructors, technical staff, system administration and students.
* **Requirement Gathering**
  + - We mainly used brainstorming and document analysis techniques for requirement gathering. All the team members were given time to think and list down some requirements of the project. As our project mainly targets the educational institutions we took references from students and referred to our own university’s moodle for gathering information. Team members proposed their list in the discord chat and later discussion was held.
    - Few of the requirements listed are - Online portal for faculty and students, faculty can create their classrooms and upload assignments, students can submit their assignments and download the assignments provided by faculty, students can give quiz or exams, notifying before deadline of assignments, marks distribution, students can view all of their enrolled courses.
* **Team Division for ER Diagram and Use Case Diagram**
  + - We decided to divide the group in 2 teams, to work individually on ER diagrams and Use Case diagrams. Initially, we formed a trello board and all the team members took up the task as per their choice. Then we proceeded towards finalizing the deadline. So, that each team can conduct individual meetings to prepare their assigned diagrams. Further, we will discuss both the diagrams altogether and take everyone’s input in the next meeting.

Conclusion

So we did three things: (i) identified stakeholders, (ii) gathered requirements, and (iii) assigned ER diagrams and Use Case diagrams to divided teams.