

Purpose:

This document outlines the atomic requirements for a Membership Management System that supports membership creation, visit tracking, notifications, reporting, and user authentication and access control. It provides clear, testable, and prioritized requirements, definitions of key terms, scope of the system, and a glossary of terms. The requirements are designed to be self-contained, specific, and free of ambiguity.

Summary of stakeholders:

- Primary Users: Club members
- Operational Stakeholders: Club managers, Front desk staff
- Technical Stakeholders: IT administrators, Software development team
- Strategic stakeholder: Club owners, Legal/compliance team

Requirement 1: User Entry

Importance: High

Description: The club member will scan their ID, which will allow them access to enter into the facility

- 1.1 The system shall check the club member's UserID to determine if they have an active membership
- 1.2 If they have an active membership, they shall be allowed in
- 1.3 If they do not have an active membership, they shall be prompted to renew their membership
- 1.4 Records the visits for every club member

Requirement 2: User Data

Importance: High

Description: The system will store all of the club member's data

- 2.1 The club member's data includes the member's name, membership length, email address, UserID, membership expiration date, and number of visits
- 2.2 The data stored about the club members shall be retained indefinitely, even after their membership has expired

Requirement 3: Employee/Management Login

Importance: Medium

Description: The system will require employees and management to log in.

- 3.1 Staff and management shall have separate logins for the system
- 3.2 Only management can modify data, but any staff member can generate reports and read the data

Requirement 4: Renewal Notices

Importance: Medium

Description: The system will prompt the employee to send a renewal notice to club members whose membership has expired

4.1 This notice shall prompt the club member to renew their membership of the same length and rate as the original

Requirement 5: Report Generation

Importance: Medium

Description: Upon request, the system shall generate a report about the club members.

5.1 The report shall include a list of club members who have not used the club in the last 30 days, a searchable list of members, and a list of the most frequently visiting club members

Glossary:

Club members: Gym members that hold membership and uses the gym as a customer

Management: Employees of the gym who are responsible for administration of the operations of a branch or multiple branches

Front desk staff: Staff members that do not directly manage the gym (privilege level below manager)

Active Membership: A membership whose expiration date has not passed

Staff: Any employee of the gym who works at or with the branch

Data: See explanation in Requirement 2.1

Renewal notice: A prompt to the person operating the system which tells them to message a member about renewing the membership

Visit: Each time a club member visits the gym by scanning into the system