Team Meeting-5

05 MARCH 2021 / 06:00 PM / ZOOM CONFERENCE ROOM

Attendees

Samarth, Priyank, Parth, Harsh, Kishan, Preyanshu, Dhruv, Yugam

Agenda

Initial Requirements Gathering

Notes

Meeting Details

1. Goal

   ○ Define Potential Stakeholders

   ○ Define effective methodology for gather requirements from the stake holders.

     ■ List down the steps for requirement gathering

   ○ We need to gather all the steps for requirement gathering and some basic requirements for our project at the end of meeting.

2. Discussion

   ○ Identifying Project Requirements is a vital step in being able to accurately define the scope of a project.

   ○ Discuss and Find the efficient method for requirements gathering.

Action Items

1. Discussion

   ○ We have discussed and divided the requirements gathering method in the following parts [1]

     ■ List of Potential Stakeholder

       ● Some details

     ■ Method of Requirement Gathering

- Brainstorming involves meeting with various stakeholders in one place to discuss and catalog potential ideas, challenges, and solutions

- Stakeholder Interviews are typically one-on-one meetings with stakeholders to gather key information about their roles, knowledge, and experience int relation to the impact on the project.

- Questionnaires can be sent out anonymously to a group or in a targeted manner to a particular individual (or type of individuals) regarding factors that can either impact a project or be impacted by a project. It can involve different aspects including their roles, views, experiences, opinions, and more.

- We have decided to prepare some questionnaires using google form as we have discussed about this method to find the requirements of user and developers.

2. Conclusion

   - This method will be very helpful to understand the user's doubts and requirements and develop product efficiently.

3. References

   - [1] https://www.pmworld360.com/blog/2018/07/03/4-steps-to-effective-project-requirements-gathering/

Next Meeting Agenda

Basic Requirements Finalization