Customer Requirements Quick Checklist - Attendance Tracker

This one-page checklist is designed for quick client meetings. Use it to capture essential requirements for the Attendance Tracker system.

# Business Goals

☐ Purpose of system

☐ Key problems to solve

☐ Main user roles

☐ Success metrics

# Data to Capture

☐ Session details (date, time, room, speaker, topic)

☐ Attendance type (totals vs. individual)

☐ Room attributes (capacity, equipment)

☐ Speaker details (name, email, affiliation)

# Reports & Analytics

☐ Needed reports (topic, speaker, room, trends)

☐ Frequency of reports

☐ Export options (CSV, PDF, Excel)

☐ Charts/graphs required

# Users & Permissions

☐ User groups (Admin, Staff, Viewer)

☐ Access levels

☐ External access needed?

# Workflow & Processes

☐ Session scheduling method

☐ Attendance recording method

☐ Conflict checks needed

☐ Notifications/reminders

# Technical Needs

☐ Integrations (Calendar, HR, etc.)

☐ Technology preference (MySQL, etc.)

☐ Platform (web, desktop, mobile)

☐ Compliance (FERPA, GDPR, HIPAA)

# Non-Functional

☐ User/session volume

☐ Performance expectations

☐ Online/offline availability

☐ Security (SSO, 2FA)

☐ Data backup/retention

# Future Enhancements

☐ QR code/RFID check-in

☐ Online event support

☐ Mobile app

☐ Certificates/credits

# Acceptance Criteria

☐ Definition of success

☐ Top 3 must-have features

☐ Rollout timeline

☐ Budget range