**TXACC – MAVDEV**

**Meeting Agenda**

**02/22/2022**

1. **INFORMATION GATHERING**
2. **Organization Structures and Stakeholders**

* **Q1.** Who are the stakeholders of this project?
* **Q2.** View and fill out (B) – *Confirm if clients want to fill out the form on their own - send Excel file*

1. **General Questions**

* **Q1.** What do you want to gain from the project? | What is your expectation from the project?
* **Q2. Targeting Users:** Who are the targeting users of this website on the front and backend?
* **Q3. Budget:** What is your budget for the project?
* **Q4. Project Concurrency:** Have any parts of this project been planned out/worked on by your team?

**+ IF YES:** Do you want to start fresh, or prefer us to continue/ collaborate with what you have been working on? Where can we find the resources of your historical/current work?

* **Q5. Communication:** What is your preferred communication frequency? (How many meetings should we set up per week?) What is your preferred communication channel? What day and time works best for you?

1. **Technical Questions (if time allowed)**

**3.1. CURRENT SYSTEM:**

* **Q1.** What backend system that you are currently using? (OS, host, database, language)
* **Q2.** What frontend system that you are currently using?
* **Q3.** Do you have the developer guidelines where we can learn comprehensively about your running backend and fronted system?

**3.2. PROSPECTIVE SYSTEM/ SYSTEM REQUIREMENTS:**

* **Q1. Functionality:** What functionality do you want to add to/ or change in your current system/website?
* **Q2. Design:** What are the design requirements? (UX/UI, color package, theme, template, etc.)
* **Q3. Maintainability/Reusability:** How long will the newly designed components be used? Does the system need to be reusable and maintainable in the long term?
* **Q4.** Do you have any special preference for the backend/frontend systems?
* **Q5.** Will there be any developers from your team working with us on this project?

1. **STAKEHOLDERS LIST**

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| --- | --- | --- | --- | --- | --- |
| **Title** | **Role** | **Name** | **Email** | **Phone** | **Project Outlook** |
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**PRESENTATION STRUCTURE**

1. **Team Introduction (Name, Role, Contact)**
2. **Question for Stakeholders**

**2.1. Main Targets:**

* Familiarize with Organization Structure
* Get stakeholders information - **To get POC, (Initial) User Stories, and Complete Stakeholder Analysis**
* Gain communication requirements
* Set up a (recurrent) meeting time
* Project Prospectives and General Requirements

**2.2. Other (If time allowed):** Specifictechnical questions