# Interview Agenda

| Objective | Identify key requirements involved in the successful development of a system. |
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| Date/Time | Monday 08/08/2022 3pm AEST |
| Location | Studio 1 |
| Client | Aromy |
| Project Team Participants | Daniel, Cassandra, Eugene, Frank, Allen |

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# Questions to ask during the interview:

Introduction: Introducing the team to the client.

General Business Information

1. **Could we record the meeting?**
2. **Please describe for us how your business currently operates?**
3. **What are the major issues you face with your current systems?**
   1. **Is there a specific change you want?**

Customer-facing product interface

1. Are all the products listed on the website available to be sold?
2. **What details about the product you would like to show on the website?**
   1. **colour/size/type/brand/price/amount of stock/image/available**
3. **Do you want your customers to have a member ID account where they can sign up and login to the website?**
   1. **Or people can shop without an account?/Should we consider guest customers to shop?**
4. Would you like to add a wishlist page where customers can add items to the list?
5. Would you like to have the items categorised on the website so that the customers are able to find the product easily?
6. **Is there another aspect of the business that you would like to include on the website?**
7. Would you like some sort of customer loyalty program built in the website?
8. Would you like your store to have a gift card or promo code in the paying part?
9. Do you want your customer to receive auto delivery of weekly advertisements or monthly ones via email or message?
10. **What are the core functions you would like customers to be able to do?**

Administrator-facing inventory interface

1. **What is the process that you would like/currently use to receive inventory**
2. **What type of administrator capabilities would you like the admin back-end to have?**
3. Can you walk me through your ideal location management system
4. Would you like to utilise independent tracking services or link to existing services such as AusPost or similar mail services.
5. How often do you currently update your website
6. What security capabilities would be interested in the website having; such as MFA, Phone Number/Email verification etc.

The goals of the development

1. **What is your budget?**
2. **What are your goals in developing this system?**
   1. **What would be considered a successful outcome for you?**
3. **What are some of the longer-term goals you would like to have for this website and Aromy more generally further beyond this project.**

The final part of interview

Before we conclude the meeting,

1. **Do you have anything you want to add?**
2. **Any questions for the team ?**
3. **We look forward to our next meeting. A reminder for the next meeting will be sent to your email address two days in advance. Thank you for speaking with us.**

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