Group view-Requirements Interview

Discussion and Agenda

# Interview Details

| **Objective** | Determine the requirements of the system |
| --- | --- |
| **Date/Time** | Tuesday 28/02/2023 5:30PM |
| **Location** | Zoom meeting |
| **Client Participants** | Mono apartment |
| **Project Team Participants** | • SHANGQIAN DU  • RUI QIN (Allen)  • PEI-ERN CASSANDRA TONG  • RICARDO DANIEL SALCEDO |

# Interview Agenda

### Introduction: Introducing the team to the client.

* **Introduce the team**
* **Tell them the purpose of the interview**
* **Could we record the meeting?**

### General Business Information

1. **Please describe for us how your business currently operates?**
   1. Yudo - director
   2. Accommodation provider around cbd melbourne
   3. Separate system, task management job allocation
   4. Every tasks are done manually through communication between staffs
   5. Task management with reporting - uploading images to summarise about the property
   6. Without system, email and slack to get accommodation and inspection
   7. Reporting no formal format, just photos
   8. Book job for casuals, freelancers to confirm their tasks
   9. Upload their tasks to perform into a summary, for the team to go through
   10. Job assignments to the staffs - staff is assigned to do (inspections etc.)
   11. More about tasks management system
   12. Record the tasks each staff member has done after an inspection of a property
   13. Staff(contractors) are to report to the company through the system.
2. **What are the major issues you face with your current systems?**
   1. **Is there a specific change you want?**
3. **What work does the support team currently do ?**

* From the current website, the support team has to individually contact the customers for their enquiries
  1. **How would you like to reduce the work for the support team?**
  2. **Which of the technologies would you like to keep in use?**

### Conclusion

**Thank the client, and ask could we contact with you with email?**

**Tell them we will be sending a follow-up email of details of the interview**