

Interview Guide

Preparation for the first interview with the client

1. All the team members read the brief introduction of Remote Amateur Radio Station project on the canvas separately.
2. Two teams created a common discussion space in Slack and continued adding project questions in Google Doc.
3. After MOnDay's workshop in week 3, we send an email with the client to determine the meeting schedule.
4. On Tuesday's supervisor meeting in week 3, our Team Koala informed Team Wombat about the meeting schedule and discussed this project with them. We listed a few questions and documented them in Google Doc.
5. One of our team members organized all the questions and set the meeting agenda.

The Structure of the Interview

For the interview, we start with structured interview, then followed by some unstructured questions.

- **Before the interview**

We followed *structured* interview guidelines.

1. We prepared a meeting agenda and prepared a pre-established set of questions.
2. We assigned [Lei CHEN](#) as this meeting's facilitator and [Yi Gao](#) as Team Koala minutes-taker.

Here is a structured meeting agenda.

Time	Item	Content
3 mins	Introduction	<ul style="list-style-type: none">• Briefly introduce the team
5 mins	Project Overview	<ul style="list-style-type: none">• Ask the client for a general overview of the project• Iron out details mentioned by client as to have a common understanding between client and team• Define the scope of the project.
5 mins	High-level Questions	<ul style="list-style-type: none">• What other requirements are not listed in the project introduction?• Different possible clients? Stakeholders?• What level of knowledge about RFI and radio signal transmission we need to know and understand?• Would the system be web-based or a firm-application?• How to apply the product to radio system and control the radio?• What resources are available to the user via the system?
5 mins	Low-level Questions	<ul style="list-style-type: none">• How would the system-to-be adapt to the current software-in-use?• How can a new user join? (Registering, third party account login, view as a guest, ...)• What are the states for switches ? (on, off, waiting...?)• Specific technologies to be used? Platform?

[2021-03-17 Client meeting agenda](#)

- **During the interview**

We focused on the meeting agenda during the interview. Also, there were some unstructured parts during it. For example, after listening to Brian's new requirements about relying on the mobile broadband. We had a brainstorming time and asking new questions (is there new background information we need to know?)

- **After the interview**

We organized a small discussion and assign responsibilities for the sprint 1.

[2021-03-17 Client meeting with Brian McDermott](#)