**Слайд 35**

**Software requirements analysis**

**Ways to collect the requirements:**

1. Interviews, meetings with representatives of the customer
2. Brainstorm, using the skills of the project participants and their experience
3. Monitoring the production activities
4. Analysis of regulatory documents
5. Analysis of activity models
6. Competitive product analysis
7. Analysis of previous versions of the system

**Слайд 36**

**Software requirements analysis**

**What to do if there are no requirements?**

1. Request the relevant document
2. Request the source of the customer's wishes (backlog)
3. Hold a series of meetings to find out the requirements in the phone mode, by the Skype or organize a Business trip
4. Provide the customer with your own vision of requirements
5. Provide several options with pros and cons of each

**Rules of work for the testing team:**

1. Each document must be approved by the customer - verbally or in writing form
2. After each important meeting, a letter should be sent to all participants with the Minutes of Meeting, which briefly describes the main topics, that were discussed, and the decisions, that were adopted