**In the Introduction, you should:**

* Determine the company and the type of users.
* Determine the needs of those users
* Explain the situation and determine the company’s needs
* Discuss any other relevant background information for the reader to understand the nature of your report – who, what, why, scope, etc.

**In the Criteria Section, you should:**

* Determine a minimum of three criteria for evaluation
* Rank the criteria
* Explain the criteria and the rankings fully and persuasively

Recently there has been talk among the software developers, about getting a collaboration tool in order to communicate between one another more conveniently. Something like MSN Messenger would have been nice but it is unfortunately discontinued, thus we are looking at alternatives.

The main requirements for the collaboration are the uploading of files, the access to casual conversation tools, and the ability to search through chat history. The most important thing is the ability to upload files, from larger documents, to smaller images, employees should be able to upload files for peer evaluation or simply upload a funny image to lighten the mood. Second, The ability to use casual conversation tools like emojis, reactions, since software development gets stale as time goes on, the ability to lighten conversations with emojis or reactions would greatly improve communication between employees. And last but not least, the software’s ability to search through it’s text history, case a discussion ever comes up again.