Analysis of software requirements.

How to collect requirements:

1) Interviews, meetings with customer representatives  
2) Brainstorming, using the skills of the project participant and their experience  
3) Monitoring of production activities  
4) Analysis of regulatory documents  
5) Analysis of activity models  
6) Analysis of competitive products  
7) Analysis of the previous version of the system  
  
What should we do if there are no requirements?  
1) Request the relevant document  
2) Request the source of the customer's wishes (backlog)  
3) Conduct a series of meetings to identify the requirements on the telephone mode, or Skype or organize the Bissnes trip  
4) Provide customer a your vision of the requirements  
5) Provide several options with pros and cons of each

Rules of work of the testing team  
1) Each document must be approved by the customer, verbally or in writing  
2) After each important meeting a letter should be sent to all participants Minutes of Meeting where the main topics are discussed, which were discussed and the decisions that were adopted