Hour Long, maybe longer if need be

first 15: intro

introducing ourselves.

let them introduce themselves

let them go into detail about project, what they want

LISTEN

Let them talk about what they want/need.

This should take 10-15

Next, Actual interview

* START WITH A PLAN!!! Planned questions with the group.
* Specifics on what they currently have
* Ask any questions needed

Can't really get a rep of what they currently use, but this is where you’d do that.

OBSERVE

Documentation

Do you have documentation on what you want? (Muskat has this already)

LISTEN

Lastly, Next Steps!

People are excited to start, so they're going to start coming to us

ask about communication. Meetings? Emails? Updates?

When I email you, how quickly will you respond?

if it’s more than a week, it's not okay.

Give them a rough outline of whats going on

first 3 weeks is just requirement gathering. Prototyping could be handy, but dont push if not needed.

Week 4 we start programming (FEB)

3 Demos at the end of sprints

There's a demo you do in class for a grade, but should also probably do a demo for the customer

End of April is when we hand off the documentation and the project concludes.

How would you like us to contact you, and how often?

emergency?

treat his as a client. schedule out side of office hours as needed