Software requirements analysis

**How to collect requirements:**

1) Interviews, meetings (meetings, rallies) with representatives of the customer

2) Brainstorming, using the skills of project participants and their experience

3) Supervision of production activities

4) Analysis of regulatory documentation

5) Analysis of activity models

6) Analysis of competitive products

7) Analysis of previous versions of the system

**What if there are no requirements?**

1) Request an appropriate document

2) Request a source of customer wishes (backlog)

3) Conduct a series of meetings (rallies) to clarify the requirements over the telephone, via Skype, or organize a business trip

4) Providing the customer with his own vision (vision) requirements

5) Providing several options with the pros and cons of each

**Rules for 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 from the Minutes of Meeting, which briefly describes the main topics that were discussed and the decisions that were made