3) A group meeting sometimes is suggested as a useful compromise between interviews and questionnaires. In a group meeting, a systems analyst meets with a number of users at one time. Discuss the advantages and disadvantages of group meetings.

Advantages of group meetings:

1. Speeds gathering requirements
2. Can bring issues to light you might not learn in an interview
3. Simplifies presenting the idea

1. A meeting will speed things along by eliminating some of the back and forth that occurs. Instead of trying to contact someone just to find out something doesn’t match the initial information that lead to this contact can drag things out. In a meeting some of the back and forth go around the room much quicker.

2. If someone raises an issue to you in an interview that you think is unrelated you may not mention it to anyone else. In a meeting everyone hears it all (if they are awake). This can help flush out difficult to find elements.

3. Since everyone is in the same room it would make a presentation very effective. Ideally this is the time to present a wire frame or prototype to get feedback. This will help devise a solution that works for everyone.

Advantages of interviewing:

1. Less expensive than meetings
2. Can get more detailed information
3. May reveal information unobtainable from a meeting

1. The impact on everyone besides the analyst is minimal, especially if they are interviewed at their workstation. This is especially true for users responsible for only a portion of the project, they don’t have to sit through an explanation that has nothing to do with their department or function.

2. Speaking one on one with someone may allow them to speak more freely. They may be more inclined to tell you of a user that does something wrong or speak out against a policy that may need to be improved. You can also get a personal demo from each interviewee which is another opportunity to see something that may be helpful.

3. If everyone in the meeting agrees except a few or one then that may cause information to be withheld. The minority may not wish to go against everyone or may doubt their input. But this input may be very valuable and if nobody else thought of it then no one will hear it. It may be easier to open in an interview.