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**Requirements gathering takeaways**

 There are 4 main ways of gathering information for the requirements. These include, Interviews, Questionnaires, Observation and Reading.  
  
Each method can be used in a different context depending on the nature of the information that needs to be collected.  
  
The method chosen will play a huge role in the outcome of the product because the development team will either have accurate information or have vague or inaccurate information.

**My own views on data gathering techniques for the project**

 Q1. Mzamomtsha Primary School Data Collection Methods.  
1. Personal Interviews  
2. Questionnaires  
3. Internet Data  
  
Q2. Settings used for Data Analysis  
1. The Interviews can take place In-person or through  
the use of an Online Social Media Platform such as MS  
Teams, etc.  
2. Questionnaires can be used both as a hard copy and  
soft copy version. It would take place using a Google  
Forms Questionnaire, which will provide convenience  
to all involved.  
3. The Internet will be used to gather data that will  
assist in the development of the website. Research can  
be done on what functions are needed and that should  
be recommended to the school. Data can also be  
collected on any requests or ideas the school have.  
  
Q3. The questions will be open-ended questions. Open-ended questions allow the responder to give you the most information possible. This information could be used to make sure that you meet all their needs.  
Every individual has their own view on how they see things and they all have their own opinions and because of this open-ended questions is the best option because not all people will always agree on the same thing.  
  
Q4. The principal will be the first person we speak to. The reason for this is because the principal is the head of the school and oversees the decision-making process. Thus, the principal would be the primary source of information regarding the requirements.  
  
Q5. The stakeholder matrix will be used in order to determine which requirements should be met first. It will be used to determine who should be kept informed and how much information they need to know. In summary, the stakeholder matrix will be used to determine who has the most power and who should have the most influence in the project.

**Reflections**

 The data techniques that will be used is Personal Interviews, Questionnaires, Group Discussions and Internet Data.  
These techniques will provide the development team with the necessary information to develop the website.