**Slide 35**

Software requirements analysis

How collect requirements:

1. Interviews, meetings with representatives of the customer
2. Brainstorming, using the skills of the 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

**Slide 36**

Software requirements analysis

What to do, if there aren’t requirements?

1. Request the relevant document
2. Request source of customer's wishes (backlog)
3. Hold a series of meetings to clarify the requirements by telephone, Skype or organize a business trip
4. Providing the customer with his vision requirements
5. Providing several options with pros and cons of each

Rules of the testing team:

1. Each document must be approved by the customer - orally 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.