Interview schedule

Name of client: Lionel Smith

Attendees: Réka Szunyogh-Kocsis (Chairwoman), Jakub Mazur (Co-Leader, Minutes Secretary), Rodrigo de Araújo Castanheira

Date of interview: 2025/11/28

Time of interview: 10:30 – 10:45

Opening:

Introduction: Introduction of Members and Team Roles. The chairwoman of the meeting is Réka Szunyogh-Kocsis, the minute-taker is Jakub Mazur.

Goal of the interview: Clarify project requirements.

Interview duration: 15 minutes.

Main part:

- **Question #1 – What types of data is needed to be stored and managed?**
  - Basic information (first name, last name, address, phone number).
- **Question #2 – Should the office have access to Wi-Fi or only wired internet connection?**
  - Wi-Fi, the Wi-Fi on the network drawing should have a SSID.
- **Question #3 – Should freelancers working for the company have the same privileges as regular employees?**
  - Freelancers should not have full access to the platform as regular employees.
- **Question #4 – Are there any specific requirements regarding the project / website design / database, which were not mentioned in the brief?**
  - No.
- **Question #5 – How should the login be arranged, the using each user's name or something standard as journo1/journo2 for example and complexity of password or something simpler?**
  - Logging method to the domain can be chosen by the team, although it must be the same for every user.
- **Question #6 – How should the private drives with NDAs be set up, be accessible from home or only at office grounds?**
  - Both, with VPN.
- **Question #7 – On the firewall, what websites should be allowed/blocked?**
  - Websites / programs which must be blocked by the firewall will be demonstrated in the upcoming weeks. It will not be mandatory, but it will be treated with bonus credit.
- **Question #8 – Are there any specific requirements regarding the documentation?**
  - No.

- o **Question #9 – What points are vital to include in the requirements analysis?**
  - o [Was answered earlier in the meeting.]
- o **Question #10 – How detailed should the work instructions document be?**
  - o Working document must be detailed as much as possible to provide highest quality and clarity. Screenshots are welcome.
- o **Question #11 – What is something we should be documenting that we have not talked about yet?**
  - o We have talked about everything.
- o **Question #12 – Who are the stakeholders?**
  - o Representative is the CEO of the company.
- o **Question #13 – How should user identification work? What should be the user identifiers? (First name+Last name + password/username + password?)**
  - o Whatever we want, we can choose, however first name + last name + password is the simplest.
- o **Question #14 – What are the non-functional requirements?**
  - o There are no additional non-functional requirements for the project, aside from the website's design.
- o **Question #15 – What format should the documents be?**
  - o Provided documents should be either in Word or PDF format. It needs to contain cover page, table of contents, links to different parts of the project, introduction and copy of the network plan.

Ending the interview

Remaining questions, comments? -

Final remarks: Another meeting may be organized in Week 4.