**Software requirements analysis**

**How to collect requirements:**

1. Interviews, meetings with customer representatives

2. Brainstorming and 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

**What if there are no requirements?**

1. to request a matching document

2. to request the source of customer's wishes (backlog).

3. to conduct a series of meetings to clarify the requirements by telephone,

Skype or arrange a business trip.

4. to provide to the customer with their vision of requirements.

5. to provide several variants with pluses and minuses of each

**Rules of the testing team:**

6. Each document must be approved by the customer - orally or in writing.

7. After each important meeting, a letter should be sent to all participants with Minutes of Meeting, which briefly describes the main topics that were discussed and the decisions that were made