**Software requirements analysis**

**How to collect requirements:**

* **Interviews, meetings (conference, seminar, summit) with representatives of the customer**
* **Brainstorming, using the skills of the project participants and their experience**
* **Supervision of production activities**
* **Analysis of regulatory documentation**
* **Analysis of activity models**
* **Analysis of competitive products**
* **Analysis of previous versions of the system**

**Software requirements analysis**

**What if there are no requirements?**

* **Request the relevant document**
* **Request source of customer's wishes (backlog)**
* **Conduct a series of meetings (rallies) to clarify the requirements in the telephone mode, by Skype or arrange a Business trip**
* **Providing the customer with their vision (vision) requirements**
* **Providing several options with pros and cons of each**

**Rules of the testing team:**

* **Each document must be approved by the customer - orally or in writing.**
* **A letter should be sent to everyone after each important rally participants from the Minutes of Meeting, which briefly describes the main topics who were discussed, and the decisions that were made**