**Software requirements analysis**

**How to collect requirements:**

* **Interviews, meetings (meetings, meetings) 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 telephonemode, 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 topicswho were discussed, and the decisions that were made**