Software requirements analysis

How to collect requirements:

1. Interviews, meetings with customer representatives
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. Competitive Product Analysis
7. Analysis of previous versions of the system

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What if there are no requirements?

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

The rules of the testing team:

1. Each document must be approved by the customer - orally or in writing.
2. After each important rally, 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.