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
* Competitive Product Analysis
* Analysis of previous versions of the system

What if there are no requirements?

* Request the relevant document
* Request source of customer's wishes (backlog)
* Hold a series of meetings (rallies) to clarify the requirements by telephone, via Skype or organize a business trip
* Providing the customer with their own vision (vision) requirements
* Providing several options with pros and cons of each

The rules of the testing team:

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