

Interview Agenda and Questionnaire

Interview Agenda

Meeting Title: Requirements Elicitation for Automated University Garage Management System

Date/Time: To be determined

Attendees: Project team (analysts), Garage Admin, IT Dept rep, Student representatives

Objectives:

1. Understand current parking workflow and issues.
2. Identify data required for vehicle verification and sensor integration.
3. Discuss expectations for user and admin dashboards.
4. Review constraints (sensors, security, hardware).
5. Summarize functional and non-functional requirements.

Session Structure

1. Introduction (5 min) — state purpose and scope.
2. Background discussion (10 min) — current process overview.
3. Question round (25 min) — functional and non-functional topics.
4. Feedback summary (10 min) — confirm understanding.
5. Follow-up plan (5 min) — schedule next meeting.

Sample Interview Questions

Functional:

1. How do you currently register vehicles and verify entry?
2. What information should be mandatory for registration?
3. What types of reports do you need daily or weekly?
4. How do you expect the system to show available spots?
5. Which services (EV charging, cleaning) should be prioritized?

Non-Functional:

6. What system performance do you expect (e.g., update speed)?
7. What security levels are required for vehicle and user data?
8. Who should have admin access to modify records?

General:

9. What challenges do you face daily in parking management?
10. What future features would you like added (later phases)?

Questionnaire (Sample Google Form-Style)

1. How often do you use the university garage? (Daily / Weekly / Occasionally / Never)
2. Average time spent finding a spot? ____ minutes
3. Would you register your vehicle online if the process took < 3 minutes? (Yes / No)
4. Which features would be most useful? (Live availability / EV charging / Car cleaning / Admin notifications)
5. Rate the importance of security (1 = low – 5 = very high): __
6. Additional comments or suggestions: _____