**Analysis requirements to software**

How to collect requirements:

1. Interview, meetings with customer representatives
2. Brainstorm, using the skills of project participants and their experience
3. Production monitoring
4. Regulatory analysis
5. Analysis of activity models
6. Analysis of competitive products
7. Analysis of previous software versions

**Analysis requirements to software**

**What to do if there are no requirements?**

1. Request an appropriate document
2. Request a source of customer wishes
3. Conduct a series of meetings to finding out the requirements over the phone, via Skype or organize business trip
4. Providing customer your vision of requirements
5. Providing multiple options with pros and cons of each

**Test team rules:**

1. Each document must be approved by the customer - verbally or writing
2. After each important meeting, a letter should be sent to all participants with Minutes of Meeting, which briefly describes the main topics that were discussed and decisions that have been made