Requirements Elicitation

Preparation for the Interview

Goals

The elicitation interview will be conducted with the primary goals of:

- Introducing ourselves to the client
- Understanding the goals of the H5P analytics
- Understanding the system's stakeholders and their desired functionality

Members and Roles

All team members will be expected to be present. Roles will be assigned as follows:

Student	Role	Method
LIGUO CHEN	Facilitator	- Ask the client questions - Control the interview
@Qinyuan Sun Yu Xuan	Take minutes	- Take notes during the interview - Prepare a template before the meeting - Write down the main points
Jiahao Xu @Xinchi Feng	Record the interview	- Ask for permission before the interview - share the video file with other members

Interview Guidelines

The following guidelines should be used during the interview (the call will be made over Zoom):

1. Review the 'Project Overview' confluence page beforehand to ensure you are up-to-date on the client and project information
2. Begin the meeting by introducing ourselves and making everyone feel comfortable.
3. Ask for permission to record, and then ensure the zoom call is recorded.
4. Follow a unstructured interview: open-discussion with the clients to explore the project requiremets.
5. Ask about decisions already made, about pre-established 'solutions' without appearing to offend.

Resources

H5P: https://h5p.org/