*Team assignment: Your team will submit one file to a shared team dropbox. All team members will receive the same grade for the report.*

Since we are using the Agile methodology (modified) for our projects, a very detailed requirements document is not necessary. However, you will need a basic set of high-level requirements in order to design and develop your software solution, even if you are extending an existing system.

**Steps**

1. Read the [Agile Requirements Modeling essay (Links to an external site.)](http://agilemodeling.com/essays/agileRequirements.htm) online. This essay can help guide your group during this phase.   
     
   You may also want to review Sommerville's explanations of requirements engineering from Chapter 4 of the textbook and the lecture slides from February 3-5.
2. Plan for your first meeting with your client. Your goals in the meeting are to find out, at a minimum, the following three things:
   1. The basic feature set of the product that your client wants you to build, or the features that your client wants you to improve in or add to an existing software product.
   2. The intended users of the system, and/or the "actors" involved with the system.
   3. Any constraints on the development of the system.
3. Think about which of the following questions you might ask your client or your client's representative(s). Feel free to ask questions that are not on these lists, or to not ask some questions on these lists; these questions are meant as starting points for you.
   1. Basic feature set
      * What thing(s) should the system do?
      * What information does the system need to have in order to be able to do the thing(s)?
      * Is there a specific way in which the system should do the thing(s)? Is there a specific (set of) workflow(s) that users will follow? (You could represent planned workflows as a UML activity diagram, or some other type of diagram if you think it's more appropriate.)
   2. Priorities: Which features are essential? Which are helpful, but not quite as important?  Are there some requested features that your team could implement "if you have time"?
   3. What other properties (e.g., response time, security, usability) should the system have in order to fulfill the client's needs?
   4. Intended users/actors involved with the system. You can represent this info as a UML use case diagram, with additional information for each use case.
      * Who (or what) will interact with your system at each state of the workflow(s)? Remember that both humans and other systems can be "actors" in a given system.
      * What information is known by your system's actors?
      * What do they want to do with that information?
   5. Constraints on system development
      * What other computer systems does your system need to interact with?
      * Are there specific technologies that you will be required to use (or not use) in your system?
      * Are there specific project management policies or procedures that the client will require your group to follow?
      * Are there any industry or government regulations with which the system needs to comply?
      * Are there any other stakeholders who will be affected by the system? If so, how will you involve them in the design of the system?
4. Schedule a meeting with your client to discuss the system requirements. This meeting should occur no later than **Wednesday, March 11** so you have time to write your report.
5. Meet with your client. This should be a conversation between you and the client as you work together to define the system requirements.
   1. Ask your planned questions, plus some follow-up questions as you feel it's necessary.
   2. Make sure that at least one of your group members---preferably more than one---is taking notes on the conversation. You will need to turn this into a report!
   3. Notetakers should be prepared to sketch some rough block diagrams, concept maps, etc. This may be easier with pen/pencil and paper than a computer.
6. Write a requirements report, as a group (i.e., don't leave this to one group member!). Submit your report on Canvas no later than **Sunday, March 15 at 11:59 p.m.**

**Requirements for the Requirements Report**

Your requirements report should include all of the following components:

1. A description of the basic feature set, including the primary workflow(s) of the system.
   * If you are extending an existing product, focus on describing the features to be added or redesigned.
   * If desired, you can specify these as UML activity models and/or sequence diagrams, or you can specify these as scenarios: see chapter 4 of the textbook for examples.
2. A description of each of the system's groups of users and/or stakeholders. Briefly describe what each group wants from the system.
3. A UML use case diagram and a list of use cases involved in the system, with appropriate details related to each use case. Use the sample use case(s) in chapter 4 of the textbook as a guide for formatting.
   * This will not necessarily be the final list of use cases; you might identify more as you design the system. Just show me the use cases that you derived from your meeting with the client.
   * Again, if you are extending an existing product, focus on new use cases to be implemented or existing use cases where you will be redesigning the user's workflow or interaction.
4. A description of non-functional requirements and other constraints involved in the development of the system.

Your report will be evaluated on the completeness and quality of these components. ("Quality" means, among other things, that you should manually check spelling and grammar before submitting!)  
  
If desired, you may also include more information in your requirements report, but the additional information will not be graded.