

Requirements Elicitation

Interviews

Description

Highly structured interviews will be the primary method of requirements elicitation during the process of this project. These interviews will involve meeting with our client, Professor Quay, on Zoom on a weekly basis for 30 minutes in a structured process of asking questions and recording his answers to our questions to expand our understanding of the problem domain. As a result of a meeting, there should ideally be both a video recording of the meeting itself and a document with detailed meeting minutes of what happened.

Methodology

1. Before the interview, the whole team will meet, discuss and brainstorm the gaps in our knowledge in the problem domain after going over all the current knowledge from prior interviews or materials provided to us by the client.
2. Upon discovering all the knowledge gaps, questions should be formulated based on these gaps, which form the basis of the agenda for our interview with the client. These questions should be formatted and uploaded to Confluence in a document that describes the details of the meeting itself. The information within that document should include the following:
 - a. The goals of the meeting
 - b. The agenda of the meeting
 - c. The roles for each member within the meeting
 - d. The questions which should be asked in the meeting
 - e. The sequence of the meeting
3. The interview should go ahead during the timeslot where everyone is available (i.e. all the team members and the client). In general, every meeting should flow as such:
 - a. Explain the purpose/goals of the meeting, and discuss the background of the meeting with the client.
 - b. Go through each question prepared for that meeting, and each question may require sub-questions to further expand the understandings of the client's acceptable answers.
 - c. Ask any additional questions near the end of the meeting.
4. Additional elicitation techniques might be used in future meetings:
 - a. Questionnaires could be used for information gathering during the UI/UX design phase
 - b. Brainstorming could be used with clients to explore required functionalities
5. The meeting's contents and information are used to update the problem domain by updating the relevant documents. An example document would be the project overview on Confluence to conclude the particular week's interview cycle.

Questions

The following are the questions asked during the first requirements elicitation interview, and interview questions in the future should follow a similar structure:

Background

- How do the 3D concepts of who, what and how relate to what you want as a product? (background)
- How do the forward design and backward design processes for learning relate to the product?
- Can you give an example of the ideal human experience in interacting with the product?

Requirement Elicitation

- Who is the product for?/Who is the primary user? (requirement elicitation - system to be)
- What do you think the product should do? (requirement elicitation - system to be)
- What is the existing system of designing learning units? (ask for an example or explanation) (requirement elicitation - system as is)
 - How will creative learning (what, how, who) fit into or expand upon this existing system?
 - What are the advantages and limitations of the current system of designing learning units?
- What will the product ideal be? (i.e. do you want to be able to use it from anywhere? Do you want to be able to everything within the product? Is the app an mobile/web/desktop application?) (requirement elicitation - system to be)
- How would someone feel when using the product? (requirement elicitation - system to be)
- What concerns do you think someone would have about the product? (requirement elicitation - system to be)

Roles

Due to our team members' different skills, we have decided on setting specific roles for each member during each interview. Since [David Chen](#) is the most proficient at spoken English within the group, most of the responsibility for conducting the meetings falls upon them:

- [David Chen](#) - Interview Conductor
- [Dingli Zhao](#) - Takes Notes/Meeting Minutes, Secondary Interview Conductor
- [Hao Xiang Wang](#) - Takes Notes/Meeting Minutes
- [Yichen Jiao](#) - Takes Notes/Meeting Minutes
- [JIZHOU WEI](#) - Takes Notes/Meeting Minutes