While your background research and assessment of the scope of work will answer some questions you and your teammates have about the project, there are some questions that can only be answered by speaking directly with your client. To prepare for that meeting, you will want to note the critical questions you have so that you can be sure to discuss these questions with your client during the requirements gathering meeting.

Submit these questions well in advance of your first meeting with your client so that you can get feedback from the instructional team prior to your initial client conversation.

Your research will likely be incomplete. Make a note of questions you have about the organization and the project as your are doing your initial investigation. These questions will become the basis for the [client requirements gathering questions](https://umd.instructure.com/courses/1382510/assignments/7107908) you will develop prior to meeting with your client for the first time.

* What previous methods of boosting engagement have been attempted, and how successful were they?
* What current methods of boosting engagement are being employed? Which are most effective and why?
* What barriers have prevented community engagement in the past?
* What specific outcomes would make this project a success for Landover Hills?
* How should data be integrated into the Maryland Open Data Portal?
* Are there any particular topics or concerns that should be addressed in the survey? What specific information should we be gathering in these surveys (what questions)?
* Is there a method of survey distribution that would be best for reaching the town’s residents and community members?
* Is there a set budget on the activities that can be done?
* Would you prefer online, paper, or hybrid survey distribution?
* Are there community events or meetings where we can promote the survey?
* How long should the survey be to encourage participation?