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| **Interviewee:** Mrs. Saba  **Date: 14.11.2022**  **Time: 8:00am**  **Place: Building 5 room 06**  **Subject: BTF primary interview** | | |
| **Time Allocated** | **Interviewer questions and objective** | **Interviewee**  **Response** |
| 1 - 2 minutes | **Objective**  Open the interview   * Introduce ourselves * Thank Mr. X for his valuable time * State the purpose of the interview |  |
| 2 minutes | **Question1: When mentioned the lack of data about data, what data was meant**  **Follow up** |  |
| 1 minute | **Question2: are the employees trained to work on a Microsoft SQL server**  **Follow up: how about oracle 21c** |  |
| 2 minutes | **Question3: How long is the time allocated for the project completion**  **Follow up** |  |
| 3 minutes | **Question4: Do you have an expected breakeven point?**  **Follow up: how much are the overtime salaries** |  |
| 3 minutes | **Question5: What is the main issue you face that leads you to be unaware of the costs and maintenance of the new system**  **Follow up** |  |
| 3 minutes | **Question6: system development: should the admins also have a customized dashboard**  **Follow up: is there no login page? Only register and why** |  |
| 4 minutes | **Question 7: do you need the volunteer page to display how many volunteers are needed for each project, why is it not mentioned**  **Follow up: does that system need to verify if the volunteer is uncapable of handling any project, take them off the list, what are the verifications for both system and project** |  |
| 1 minute | **Question 8: Does the system keep track of the volunteer completion rate?** |  |
| 1 minute | **Question 9: What is the hardware depreciation rate** |  |
| 1 minute | **Objective**  Conclude the interview   * Thank Mr. X for his cooperation and help. * Assure Mr. X that he will receive a copy of a letter summarising the interview |  |
|  | Time allocated for questions and objectives |  |
|  | Time allocated for follow-up questions |  |
| 30 minutes | Time allocated for interview |  |