**ROLES:**

Mitchel - Project Lead

Maxwell - Technical Lead

Alex - Technical Lead

Ryan - QA

Landon - Secretary

Thomas - Documentation Specialist

**Questions:**

What are the top X needs of this survey platform for your company?

What are you specifically looking for that is not currently available through similar products?

How is it going to be used?

What are you attempting to get out of these surveys?

Internally? Public use?

Who is using this? What is the intended audience?

Who is taking surveys?

Who is analyzing data?

Should data be anonymous?

What security needs are you looking for in this survey client?

Will there be any sensitive information?

Confidentiality?

End-user?

**WHAT ARE WE TRYING TO PUT TOGETHER**

Requirements

Complete

Emphasize needs over wants

Specifications

Complete

Unambiguous

Design

Architechture (High-level)

Detailed (Low-level)

Implementation

Integration and Deployment

Maintenance

Priorities

Change Review/Control Board

Process Model to organize the above tasks/deliverables