A team should have diversity among members to make sure the team can work efficiently across multiple fields, and utilize various perspectives to identify multiple solutions to any problems.

A team should have clear and defined expectations for each member and respect each others roles.

Members should be involved, self motivated, supportive, honest and respectful of each other.

Respect client and team

Clear communication/expectations

Planning

Drive/motivation

Efficiency

Honesty

Focused leader

Scheduling

Planning/execution

Initiative

Diversity

Supportive

Functional personalities

Understanding/Compassion

Accountability

Easy Accessibility

Like-a-family

Prompt

Realistic

Forward thinking

Effectiveness

Defined roles/structure

Checks and Balances

Forgiving

Cohesive

Able to cover each other/pick up slack

Maturity

Capability

Overcome Difficulties

Don’t be passive aggressive

Enjoy each others company

**QUESTION PLANNING**

Survey Designer can come

Survey Analyst can come

XYZ owns the data

This is web based

Talk to the customers of our client and see what they could use

How does the data have to be outputted so that you can perform your analytics? (CSV, charts, ect.)

What are the key types of questions you will be asking?

Tim said that you would like to change questions based on a user’s response, can you elaborate on this? Is it going to be a tree? Or will it just ask additional questions based on a user’s answers?

How is this system going to connect to your database?

Will the users be logged in, anonymous, or both?

Will multiple survey creators be working on the same survey at the same time?

Other that question types and security, what features that effect you are missing from your current survey application?

Can you please describe your typical workflow with the surveys?

What participants are you targeting with these surveys? Typical household consumer? Tech-driven individuals? Companies?

If you had to give us two features that are a must have for your team, what would they be?