

## Questions for Client

### Team 18

- What does Cloudhouse do? Needs.
- What kind of clients?
- What type of CMS?
  - Are we designing a front end interface like Wordpress, or just a backend (storing data to show custom pages)
    - If not are we working with an existing design and are given the assets for the system?
    - If so what constraints are under the design of the front end of the system?
  - Who will be using the CMS tool? (specifically)
  - What is the nature of the CMS (Purpose)
  - What niche in the market will the CMS fill?
  - Why is CMS needed?
  - Has there been any analysis of cost / savings?
  - What is meant by serverless? Generated HTML files or HTML made on the fly?
  - If the first why not use existing solution? What will this CMS provide that existing serverless CMSes do not?
  - Where are we to work?
  - Who will cover AWS costs over the development cycle?
  - What are the costs would this project incur?
    - Hardware?
    - Software?
    - Upskilling?
  - When is the project due?
  - What will CMS do to assist Cloud House as a business? (and its clients)
  - What value does CMS provide to Cloud House / its clients?
  - What technology / languages / tools are currently used? Will this replace or work alongside them?
  - Things Cloudhouse can do for the project team.
  - Any specific documentation requirements?
  - How frequent should contact outside of weekly meetings be?
  - Are we being provided a currently working site which we can implement on?
  - Is this going to be a desktop or web-based tool?

Things to be delivered each meeting? (updates, reflection, feedback, etc.)

Point of contact / contact person(s).

- What methodology is preferred? Needs to be easy to maintain in future.
- How will Cloud House facilitate AWS training? What other skills will we need to do the project?
- Do they have any existing requirement documentation?
- Do they currently have any form of CMS implemented, is this a replacement?
- Should the system be designed for use by Designers(IE an online WYSIWYG), coders or end users?
- ^ Ask to know about their internal development process and what stages they envision the system fitting into

- Templating Engine. Themes. Etc.
- Drag and drop editor?

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- What conduct will be expected when working with them?
  - what are the company norms/culture
  - what is our dress code
  - Time constraints on meetings
  - Personality traits of our client
  - Topics to consider
    - intro (us/them)
    - AWS
  - anything specific we need to know about our contact/client
  - What documentation is required

## 1st meeting scope

intro

some req

formal contracts

- Topics to consider
  - intro (us/them) 30min
  - AWS
- requirements
  - Conceptual - What we know and we want to know
    - Current
    - issues
    - opportunities
    - What are the Main goals
- How are we going to do it?
  - What specialist assistance do we have from cloud house?
  - What tools are available for us to use in development?
  - What internal systems will we adopt
- What are the build constraints?
  - Language constraints? Python, Java?
  - Time constraints
- What is the scalability?
  - plugins for extra functionality?
  - updatability?

**Create Initial document and send it back to the client**