### High-Level Agenda for Week of 6/11

#### Agenda for today:

* Review high-level project plan & get feedback
  + Establish guidelines/milestones to help derive potential solutions (design)
  + Discuss design approach / activities
* Define roles & responsibilities
  + Tech Led
  + UX/Design Lead
  + Project Management Lead
  + Others
* Discuss insights from Dan’s Interview
  + Business problem definition (initial)
* Discuss next steps
  + Follow-up w/ Dan on the list of SMEs / contact persons, availability & scheduling
    - Identify SMEs to meet with initially
  + Schedule interviews w/ SMEs
    - Discuss our team’s availability for interviews
  + Follow-up w/ Dan to obtain login to the online matching form (to review current design)
  + Obtain existing docs from Marie (provided by LA Family Housing)
  + Discuss document sharing & upload (Google Drive)Understand / confirm the problem & client need (problem definition)

#### Prior Meeting Agenda:

* Confirm the current shared housing process (how does the process look like outside the app?)
  + Discuss pain points of the current process (obstacles to successful matching)?
  + Is the current / outside-the-app process successful in matching tenants?
* Discuss characteristics of a successful matching model (what defines success?)
* Confirm who qualifies for housing & why? (what are the requirements for placement)
* Confirm stakeholders & availability (case workers, landlords, etc.) - who can we talk to?
* Define client PMO (Project Management Office / decision making body) & discuss client status check-ins going forward

#### Client problem statement:

* Housing is limited
* Single tenant placement is no longer sustainable
* Shared housing is the solution
* LA Family Housing would like to make the successful tenant matching more efficient / automated using a digital tool / app

#### Client need (as defined by client):

* Get individuals to want to share housing
* Get individuals to match more accurately (e.g. via an algorithm)
* Get individuals to match more efficiently & to accommodate larger volume (e.g. via a digital tool, like an app or web)