# CP2408 Assessment 1: Initial Project Activities Template

**Use the template below to complete your initial project activities. Complete all sections.**

**Don’t attempt each part of the template in isolation.** Since Hypothesis Statements depend on Assumptions, Outcomes, Personas, Features, and Measures. We suggest that you fill in the template as you develop an understanding of the project work during team meetings and teamwork sessions.

1. *Describe the design challenge in your own words and specify the target users*The target users are those individuals who will actually test the MVPs developed by your team*. Your lecturer has suggestions about which regional employers to approach.*
2. Preliminary Research

**Preliminary Research Notes Template:**

|  |  |  |
| --- | --- | --- |
|  | **Source** | **Insights:** |
| 1 | *url, book, etc* | *What you learned from it* |
| 2 |  |  |
| 3 |  |  |
| … |  |  |

1. Problem StatementBased on your preliminary research, develop a problem statement that captures the problem clearly for customers and developers*. We expect that you might produce and review this statement over a few the team meetings. You should use the Lean UX problem statement template.*
2. Assumptions  
   Use the problem statement to brainstorm and prioritise *a list of the things that you assume about your target users. For example, you might assume that target users might not have basic IT skills. Utilise the “Business Assumptions Worksheet” from the Lean UX textbook to help you discover assumptions.*
3. Outcomes  
   Brainstorm a list of outcomes and prioritise them.
4. Proto-personas  
   *Create three (3) proto-personas that you think would be typical of your target users. Two of these should be very common in your target group (e.g. gender). The other should be more of an outlier.*
5. Hypothesis Statements  
   *Based on your assumption statements, create 3-5 targeted hypothesis statements using the hypothesis statement template (page 22 Lean UX) that enable the assumption statements to be tested.*
6. Features  
   *Brainstorm and describe a list of features, based on your problem statement, outcomes, assumptions, personas, and hypothesis statements.*
7. Team Details

|  |  |  |
| --- | --- | --- |
|  | **Student Name:** | **Roles:** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. Team Collaboration Logistics:  
   *Preferred communication method: (e.g. email, skype, Facebook, slack, etc.)  
   How to share information: (must include at least* ***one*** *cloud storage option)  
   Plans to monitor team’s progress: (e.g. milestones)  
   Team culture or rules: (must include risk management issues like members not participating during meetings, missing meetings or lack of effort in handling assigned tasks)  
   Preferred conflict management plan:*
2. Project meeting schedule and objectives

|  |  |  |
| --- | --- | --- |
| Topic | Plan | Objectives (<50 words) |
| *Come up with list of assumptions* | *Date, time, venue* |  |
| … |  |  |
|  |  |  |

## *Team Meeting Minutes (include at least 2 meetings)*

**Team meeting minutes template:**

Name of Team:  
Date of meeting: (include start and stop time)  
Members present:  
Members absent:  
Meeting chairperson:  
Minutes taken by:  
Summary of meeting: (what has been discussed, decisions made)  
Action items for Team members:

|  |  |  |
| --- | --- | --- |
| **Actions to Do** | **Who will do this work?** | **By when?** |
|  |  |  |
|  |  |  |
|  |  |  |

Next meeting date and time: