**Member:**

**Agenda:**

- Decide on a topic to build a library for

- Choose and app to be used for the interview

- Recruit 5 people before hand + set up interview schedule (preferably 2 members present)

-Create a list of tasks (and helper task) for the interview + questionnaires

- Set deadline for explore task completion (don’t try to rush this)

- Come up with 5 design principles (for now, subjected to change) (optional)

**Meeting Minutes:**

**Task:**