## Agenda for Four-Hour Meeting:

* Welcome, Introductions (5mins)
* Agenda, Ground Rules (10mins)
* Define the objective (20mins)
* Identify roles and user types (10mins)
* Brainstorm features (150mins)
* Review Assumptions & Constraints (10mins)
* Prioritize features (20mins)
* Define core feature set (15mins)

## Ground Rules:

* Be nice, open, and considerate.
* Show mutual respect.
* Actively participate.
* Stay on task.
* Listen to others…do not interrupt.
* There are no bad ideas today; we will honor brainstorming without being attached to our own viewpoint.
* Be free to speak our minds without fear of reprisal.