# Brief

This meeting’s purpose is to decide on the team’s approach to the project (in terms of tech + initial design) and finalize the Deliverable 1 document to send to the partner. *Please consider a suitable tech stack or useful tools in advance of the meeting if you can!*

# Today’s Agenda

*Note: Someone/multiple people should take notes in the D1 doc while we discuss, which we can then clean up afterward, as we did previously with the “Process” section.*

## D1 recap

* Nick will quickly go over what’s left on D1 for us to complete.
* Of main concern for this meeting are questions 1-4 in Product Details.

## Partner details recap

* Ryan will recap the most relevant details from the past week’s partner meeting over Zoom for those who missed it.
* Not necessary here to delve into too much detail: wait to bring up specifics in the next topics.

## Q1: What are you planning to build? -and- Q3: Why would your users choose your product? What are they using today to solve their problem/need?

* Ryan & others who were present at partner meeting can explain the high level description of the product as per Andrea, and how it fits in with their unique mission & values.
* Team decides on a platform (mobile/web) and MVP. Stay high-level here.
* Team answers the sub-questions of Q1 and Q3.
* Note that a quick early mockup might be useful, but design will be iterative (based on users and Andrea’s feedback throughout the semester), so keep things rough at the moment.

## Q2: Who are your target users? -and- Q5: What are the user stories that make up the MVP?

* Team discusses who the target users are (much of this will come from partner meeting details)
* 5-7 user stories should be prepared for the deliverable. Each team member will be tasked with one now (so as to avoid overlap in users), but can write it into the D1 doc after the meeting so we can move forward in the meeting.

## Q4: How will you build it?

* Finally time to get into nitty-gritty and SPECIFIC technical details.
* Team presents their ideas for tech stack, deployment etc.
* Remember: we must also have a testing strategy.
* Come back to Q1 to answer the mobile/desktop app questions here.

## Q6: Roles & responsibilities, filled out

* Based on content of meeting we just completed and how the tech stack is looking, team decides on who fills the *remaining* team roles.

## Final piece: Homework to be done today

* Each team member assigned with cleanup of the D1 document. This could be cleaning up a question or general formatting (for those left over)
* These are all to be done TODAY before 10PM TONIGHT, so that the D1 doc can be sent off to Andrea.
* The value of “X pm” should be decided now by Ryan, as he is the one sending it to the partner.

# Action Items

* To be entered as necessary.