# **Brief**

This is the first meeting with the project partner: Andrea Fanjoy at Kingsway College School. During this meeting we will establish expectations for our working relationship and help define the needs of the users and the goals of the project.

# **Today’s Agenda**

## **Introductions**

## **Expectations**

* Regular meeting time. Weekly preferred. Bi-weekly at minimum
* Share our internal expectations and team culture

## **Refine Project Requirements**

* Project Overview (1 sentence) - core value
* [Project Planning Document](https://github.com/csc301-winter-2020/project-documents/blob/master/deliverable-1/planning.md)
  + Define problem *not* solution
    - This app will make visible the learning of all students so that it can inform and inspire the learning of their schoolmates.
  + Define target users
  + Define user stories
* Scope and MVP
  + Any specific technical requirements

# [*Meeting Minutes*](https://docs.google.com/document/d/1y0D0B5wJx_wwJ-0ZDp41Fme8htqKAY5f_A7nMnJ-Q_c/edit#)