Expectations for the stakeholder meetings

Deliverable: A slide presentation (google/powerpoint/keynote)

Content:

1. Why?
   1. Introduction to topic
   2. Problem
   3. Target group/stakeholder
2. What?
   1. Data catalog
      1. Number of data sets
      2. Number of columns and rows
      3. Data model (ER-diagram)
      4. Column definitions
      5. Data types (int, float etc.)
      6. Dimensions/Measures
      7. Data Quality (Outliers, null values etc.)
   2. Objective
      1. Questions
      2. Hypotheses
      3. Assumptions
   3. Deliverables
      1. Project scope (in/out)
      2. Minimum viable product (MVP)
3. How? - Project Management
   1. Team
      1. Relative skill ranking of each team member
      2. Responsibilities
      3. Protocol\*
      4. Process to track progress
   2. Technologies/Tools
      1. Excel/Google Sheets
      2. Python
      3. SQL Database
      4. Tableau
      5. Kanban
   3. Execution
      1. Prioritisation\*\*
      2. Timeline
      3. Milestones
      4. Deadlines
      5. Blockers
      6. Risks
      7. Answer: How do you ensure success?

!!! You will get a lot of feedback in this meeting, take notes!!!

\* This entails that you note down key discussion points in order to keep track of ideas within the team and talk with the stakeholders.   
\*\* Ensure that you take ~1 day to plan your execution after a shallow dive of the data to help you brainstorm and not get tunnel visioned. Document this process as well.