Morning meeting at 10:00 with coach

1. Requirements analysis
   1. Keep different versions of the Google doc in GitHub
2. Step at a time
   1. Better to focus on requirements first
      1. Maybe create paper designs to iterate over with the features
   2. Then create wireframes
3. Importance of correct features
   1. We should not miss features/build features
   2. Emphasize on the process of paper design iterations
4. Value-proposition canvas
   1. Think in terms of user types (personas) and gather requirements from their POV
   2. List all these and prioritise them
5. **Check out Andrew’s notes on our progress**

Meeting after coach left (10:30) discussing tasks, splitting into groups of 2 to refine personas and brainstorm more user stories for an hour.  
Niall, Selim – HR rep  
Jakub, Gening – ViloSky admin  
Orla, Alex – Individual persona

1. Input types
   1. A list of soft skills evaluated by Louise
      1. Users give measures of how they good are they in it
2. Upcoming meeting is the last with the two teams present
   1. They will talk about IP with both teams

Meeting after lunch (13:00) to

1. Agenda for tomorrow’s meeting (Thursday 28th)
   1. Requirements
      1. Input format
         1. Checklists or smaller/more specific
         2. Large text box – more difficult
         3. Depends on examples
      2. HR Rep
         1. Should HR rep be able to edit dashboards of subordinates?
         2. Should they be able to edit their contact information?
      3. Multiple submissions?
         1. Allowed with no account?
         2. If allowed, would they need to fill in all data over again?
   2. IP
      1. Have we got an agreement reached?
      2. Last thing to discuss with other team as well?
      3. Did they talk with Tim?
   3. Show them very basic wireframes
      1. Help by seeing something tangible
   4. Customer meeting next Wednesday – at 14:00
      1. Maybe another one earlier (TBD)
2. When are we having post-customer meeting team meeting?
   1. 1700 on Thursday (the 29th)
   2. We will shortly discuss customer meeting and assign tasks for next week.