Persephone Moran

Jack Miller

Emerald San

Josh Choi

Sprint 3: Client Meeting: Summary & Survey

Following our first meeting, our objective was to obtain data from previous survey results to create a first draft of a survey to send to the client. On 3/27/25, our client finally provided us a [survey](https://docs.google.com/forms/d/1gx9SwyoF_Pi0hjBjPNLeL5mQddrJ1KujQ8fFGB9dBr0/viewform?ts=645aa818&edit_requested=true), but not access to the related [survey results](https://docs.google.com/spreadsheets/u/1/d/1Dn3bXeXeQU7r4njopw9XVxHWCFLk7mxjPWCFt5JB2Vk/edit?usp=sharing_eil_m&ts=645aa910&urp=gmail_link). We have reached out in order to access the survey results (hoping to use this data to form opinions on survey distribution methods, ideal number of questions, etc), but so far he has not provided this. In the meantime, we are going to progress with developing a first draft of our survey, and set up a meeting with the client next week (estimated timeline: 4/7/25-4/11/25) to acquire feedback based on this. From there, we will refine our survey and develop our additional deliverables.

Client Items:

* Provide team with previous survey data results
* Confirm meeting time with team
* Meet with team
* Offer feedback on draft survey

Team Items:

* Analyze previous survey & results
* Finalize draft survey
* Confirm meeting time with client
* Meet with client
* Refine survey based on meeting with client
* Create survey distribution plan
* Create survey design document
* Create engagement strategy report