

MSF Winter Clinic: Certify Health Team 1

Team Task Assignments v2 (Updated)

Date: January 18, 2026 (Updated)

Status: All MVP tasks complete

Team Roles

Role | Team Member

|-----|-----|

Team Lead / Coordinator | Andrew Kimelman

Product Development Lead | Connor Hickey

Research Lead | Kevin Way

Data Lead | Connor Maloney

Delivery Lead | Mo Srouji

Part 1: Team Roles & Task Completion Status

Product Development Lead - Task Status

Minimal Working Prototype Phase - COMPLETE

Task | Status

|-----|-----|

Create Excel Template with all 32 data columns | Complete

Define data schema and column naming conventions | Complete

Support Data Lead with technical data formatting | Complete

Ensure Excel structure for Power Query connection | Complete

Minimal Viable Product Phase - COMPLETE

Task | Status

|-----|-----|

Set up cloud infrastructure | FastAPI server deployed

Deploy database for competitor data storage | SQLite database

Build Playwright web scraper | scraper.py implemented

Create FastAPI backend with REST endpoints | 20+ endpoints

Integrate OpenAI GPT API for data extraction | GPT-4 for AI summary + chat

Build extraction prompts for each data category | Complete
Create Power Query connection (Excel to API) | JSON/Excel export APIs
Implement scheduled weekly scraping | /api/scrape/all endpoint
Build email alert system | SMTP configured
Write technical documentation | Complete
Backend testing and debugging | 19/19 tests passing

Team Lead / Coordinator - Task Status

Minimal Working Prototype Phase - COMPLETE

Task	Status
Ensure team alignment on tasks | Complete
Approve "middle market" definition | Complete
Review and prioritize competitor list | 87 competitors qualified
Facilitate client communication | Ongoing
Review and approve MWP dashboard | Approved

Minimal Viable Product Phase - IN PROGRESS

Task	Status
Weekly status check-in meetings | Ongoing
Coordinate between team members | Complete
Communicate progress updates | Complete
Review AI-generated insights for quality | AI summary verified
Executive Presentation Workshop (Jan 27) | Upcoming
Lead intensive weekend (Feb 6-8) | Upcoming
Final review and sign-off | Pending
Lead final presentation | Pending

Research Lead - Task Status

Minimal Working Prototype Phase - COMPLETE

Task	Status
Define competitor qualification criteria | Complete
Create competitor qualification framework | Complete
Identify initial list of 40+ competitors | 87 identified
Map competitors to Certify Health categories | Complete

Gather website URLs for each competitor | Complete

Research target customer segments | Complete

Initial data for 15 priority competitors | 87 populated

Minimal Viable Product Phase - COMPLETE

Task | Status

|-----|-----|

Complete competitive landscape map | Complete

Identify data sources for 32 data points | Complete

Document pricing information sources | Complete

Document customer/logo information | Complete

Research funding and valuation data | Complete

Research hiring trends and employee counts | Complete

Validate AI-extracted data | Ongoing

Monitor competitor news weekly | Change log implemented

Create research methodology documentation | Complete

Data Lead - Task Status

Minimal Working Prototype Phase - COMPLETE

Task | Status

|-----|-----|

Build Excel workbook structure | Complete

Create data entry sheet with 32 columns | Complete

Define data types and validation rules | Complete

Populate 10-15 competitors | 87 competitors

Build pivot tables for analysis | Complete

Create dropdown lists for standardized fields | Complete

Minimal Viable Product Phase - COMPLETE

Task | Status

|-----|-----|

Expand data to 50+ companies | 87 companies

Build pricing comparison matrix | Complete

Build feature comparison matrix | Complete

Create KPI formulas | Complete

Build market maps/segment analysis | Complete

Create conditional formatting | Complete

Conduct data quality audit | Complete

Document data definitions | Complete

Delivery Lead - Task Status

Minimal Working Prototype Phase - COMPLETE

Task | Status

|-----|-----|

Finalize dashboard layout and navigation | 8+ pages

Create color scheme and branding | Certify Health brand applied

Finalize chart templates | Complete

Build dashboard summary sheet | AI Executive Summary

Apply professional formatting | Complete

Minimal Viable Product Phase - COMPLETE

Task | Status

|-----|-----|

Create advanced visualizations | Charts, threat analysis

Design competitor profile view | Battlecard generation

Build threat level visualization | High/Medium/Low cards

Create market segment breakdown | Complete

Write user guide documentation | Complete

Create "How to Use" instructions | Complete

Polish final dashboard visuals | Complete

Prepare presentation materials | In progress

Support Clinics Intensive Weekend | Feb 6-8

Part 2: Summary

Overall Completion Status

Phase | Status

|-----|-----|

Minimal Working Prototype | 100% Complete

Minimal Viable Product | 95% Complete (presentations pending)

Automated Tests | 19/19 Passing

Competitors Tracked | 87 (exceeds 50+ goal)

Key Dates

Date | Event

|-----|-----|

January 5, 2026 | Project Start / Team Onboarding

January 26, 2026 | Minimal Working Prototype Due

January 27, 2026 | Executive Presentation Workshop

February 6-8, 2026 | Clinics Intensive Weekend

Week of February 9, 2026 | Final Presentations / Minimal Viable Product Due

Document Updated: January 18, 2026