

# Intake Design Sprint

This document contains a few e-mail templates you can use to communicate with your client leading up to the design sprint.

## First email to arrange for a meeting

Hi ...

Just wanted to connect with you on the Design Sprint we will start on {date}. I'm {name} and I'll be the facilitator. To prepare the design sprint I have a checklist we should run through, when are you available? Can you meet on {date,time}?

## Second email after meeting

Hi...

Nice to have spoken to you this morning. I'm sure it feels a bit overwhelming to arrange a design sprint on such short notice, so feel free to reach out if you have any questions. My phone number is listed in my signature below.

I've added the slides as attachment. These are my notes from the meeting:

- **Challenge:** "..."
- **Team:** (can you complete the contact details of all the team members?)

Name	Role	Expertise	Email	Phone number
<i>fill in the contact details of the Hike One team</i>				

- **Experts:** Monday from 10:30 - 11-30

Time	Name	Role	How to reach:

- **User test:** You will recruit the participants who will come to your office for the time slots listed below. We also agreed on the following:

Device:

Language of prototype:

Test participants:

Remote/location:

Start	End	Participant name	Emailaddress	Phone number (if remote)
9:45	10:30	1		
11:00	11:45	2		
11:45	12:30	3		
13:30	14:15	4		
14:15	15:00	5		

- **Practicalities:**
  - Location of sprint:
  - Additional location
  - Katrien brings snacks
  - We can have lunch in the cafeteria/You order lunch
  - We can have drinks on Thursday in ...
- **Other**
  - ...