# Title: Feature kick-off meeting

* PM to set up kick-off meeting for features and major enhancements
* Spec and mocks to be shared in meeting invite
* Product head, PM, Designer, EM, Tech Arch, Tech Lead, Dev, QA who will be involved in the implementation will take part in the discussion
* All participants are expected to read the spec and mocks before the meeting and raise any questions as comments
* PM should answer the questions before the meeting. This ensures all the participants will have basic understanding of the requirement
* In the kick-off meeting, PM and Designer run the spec and mocks of the features or enhancements which will be followed by a discussion between all stack holders
* Feedback from the discussion to be incorporated into the spec
* Open questions to be noted and PM will close the same ASAP
* With clear understanding of the feature, Dev to start implementation and QA to begin writing test cases
* This will be followed by weekly/bi-weekly recurring meeting until the feature/enhancement to be shipped