Team 7

Meeting 08: Final Project Agenda and Tasks

horizontal line

**26 OCTOBER 2020 / 6:00-7:00PM EST / ZOOM**

# **ATTENDEES**

David Rak, Radhey Patel, Victoria Lara-Aguilar, Isabelle Goode

# **AGENDA**

* Go through example executive summaries available on Questrom tools
* Discuss what aspects of these examples we like/dislike, what we need to include
* Get started on executive and financial summaries
* Divide up tasks for next meeting
* Come up with timeline for the rest of the project

# **NOTES**

* Notes on example executive summaries
  + Business 1
    - **Overview**
    - Problems
    - Market
    - Competition
    - Risk/Opportunity
    - Management Team
    - **Financial** Snapshot
  + Business 2
    - Overview
    - Market
    - Value Proposition
    - Business Model
    - Team
    - Problem and Solution
    - Strategy
    - Competition
  + Business 4
    - Overview
    - Product
    - Market
    - Business Model
    - Competition
    - Summary
* TuneNShare
  + Team
  + Service
  + Value Proposition
  + Business Model
  + Micro-Financing
  + Competition
  + Market Entry
  + Operations Plan
  + Financials
* Check in on Saturday to decide whether to meet on Sunday night or on Tuesday night, depending on our progress.
* Come up with timeline of expected completion dates for the rest of the project

# **DECISIONS MADE**

* Executive Summary -- **what we want to include**
* Overview (Team)
  + Problems and solutions (Radhey)
* Market (Isabelle)
* Competition (Isabelle)
* Partnership (Radhey)
* Business Model (Victoria)
  + Value proposition (Victoria)
* Team (Team)
* Financials (David)
  + Cost Projections (Radhey)

1. David and Radhey will focus on financials and partnerships
2. Victoria and Isabelle will focus on drafting the executive summary
3. Plan to have parts of the drafts of the financial and executive summaries completed by next meeting (11/3).
4. Plan to have a complete first draft of the executive summary done by 11/8.
5. Set timeline for completion of remaining parts of the project (see below).

# **ACTION ITEMS**

1. David- draft financial summary and complete related research
2. Isabelle- draft market, competition sections of executive summary
3. Victoria- draft business model and value proposition sections of the executive summary
4. Radhey- draft financial summary and partnerships section of executive summary

# **NEXT WEEK’S AGENDA**

* May just meet to discuss what are the next steps to take with our project

**Timeline For Final Project**

* Tuesday 11/3/2020 - Deadline for individual assignments for Executive Summary
  + E-mail professor for approval
  + Consensus on progress
  + Assign roles for presentation and financial plan
* Sunday 11/8/2020- Deadline for individual assignments for presentation and financial plan
* Tuesday 11/10/2020 ???
  + Consensus on progress
* Friday 11/13/2020 - 1st Draft Due
* Sunday11/15/2020 - Revision Check in
* Tuesday 11/17/2020 - Last minute stuff
* Friday 11/20/2020 - Final Presentations and Deliverables Due