Team 7

Meeting 09: Quick Final Project Check In

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**5 NOVEMBER 2020 / 6:30-7PM EST / ZOOM**

# **ATTENDEES**

David Rak, Radhey Patel (Ghost Attendee), Victoria Lara-Aguilar, Isabelle Goode

# **AGENDA**

* Team check in on final project progress.
* Nothing due this week, but first drafts of financials, executive summary, and presentation are due next week 11/13. Final version due on 11/20.

# **NOTES**

* Isabelle asked for clarification on what our market is:
  + Car owners roughly age 18-70
  + People who drive for uber, lyft, or taxis
* Discussed again general price for the product -- probably $150 tops but we are doing some more looking into this
* Victoria talked about value proposition and the business model
  + One revenue stream
  + Looking for partnerships with Uber and lyft
  + Self-installation
  + Value proposition: sanitization to prevent the spread of communicable disease, and it is done contactlessly. Saves the user from having to worry about shortages in cleaning supplies.
* Financials - David will need to make key assumptions and stick with them

# **DECISIONS MADE**

* Have a complete first draft of the executive summary for Sunday meeting
  + Begin drafting the financials, but the draft does not need to be complete for next week’s meeting (it is going to take a long time)
* After draft of summary is complete we will begin to draft slides for the presentation.

# **ACTION ITEMS**

1. David- work on first draft of financial summary and financial spreadsheet; determine key assumptions
2. Isabelle- work on first draft of executive summary; focus on market and competition
3. Victoria- work on first draft of executive summary; focus on business model, value proposition, and distribution
4. Radhey- work on first draft of executive summary; focus on partnerships, solution statements; help David begin the financials.

# **NEXT WEEK’S AGENDA**

* Discuss next steps in the course of the project.
* Begin editing and revising executive summary to work towards the first draft.
* Begin drafting presentation slides.

**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