Date: March 4, 2025

Time: 11:00 AM

Location: Zoom Meeting

Attendees: Lauren Reyes, Ryan McBride, Nick Dossin, Abdul Abdullahi, Antonya de Silva

Absentees: N/A

Sprint in Progress: Sprint 1

Follow-Ups From Previous Meeting:

- N/A

Agenda:

1. Introductions
    a. Introductions to the iConsultancy Team and Center for Community Engagement Point(s) of Contact
    b. Purpose of this meeting
2. Address Questions from Client Requirements Gathering Document
    a. **Understanding Project Goals and Expectations (Lauren)**
    b. **Target Users and Stakeholders (Nick)**
    c. **Current Challenges & Technical/Functional Considerations (Abdul)**
    d. **Administrative (Ryan)**
3. Address Additional Questions that Client Has
4. Set Date & Time for Next Client Check-In Meeting

Notes/Key Points from Discussion:
- Project mostly concerns UX/UI and User Research
- Challenges assumptions, ideas about who is in the community and who lives here
- Collection of Resources
    - Antonya will send over for a gap analysis
- Impact work - and there are resources that exist, but their availability is inconsistent
    - https://211md.org/ - outdated but works well
    - GIS food pantry maps

- - Antonya will send more resources to the team
- Regarding SoW:
  - Interest and capacity to carry out contextual inquiries and research with users
- Language Importance: Challenges & Opportunities
  - Problems/Needs - issue words in impact work
  - Enhance vs Improve/Build/Make Better - we are not the experts
- Next Steps
  - Getting resources from Antonya
  - Interviews: what the capacity is
    - Micro study 5-6 vs. 10-20-100 people
    - 4 staff personas that cover the types of tech people use
      - What they have access to
  - Scheduling interviews
  - Questions for providers