

- **What has the team accomplished since the last time you met with the instructional team?**
 - We have met with our client and received valuable resources before we start conducting and planning interviews. We introduced ourselves and got to know our client and what she expected from this project. The main focus will be for us to conduct a Contextual Inquiry to create four personas representing staffers at the Center for Community Engagement. And to help them get a foundation of what platform they can use in the future to improve their experience. We also got responses from our client to learn more about the Center for Community Engagement. We also established that we would be meeting every other Tuesday on Zoom.
- **What is the team hoping to accomplish in the next two-week sprint?**
 - Our team's next steps are to draft 4-5 user interview questions that examine context, roles, challenges, and decision-making and create 8-10 survey questions to identify user trends in roles, challenges, and behaviors. Our client also sent us resources to look over to get a better understanding of community learning and learn more about the Center for Community Engagement.
- **What barriers or challenges has the team encountered**
 - One challenge was having a limited amount of meeting time with our client when we first met with her. We got a lot of great information about the scope of our project and what is expected of us, but some of the important numbers we were expecting to hear didn't make it into the meeting. Knowing how many interviews or surveys we are expected to conduct determines a lot in terms of the scale of work each of us take on so it would be best to know sooner than later.