

# First Team Meeting Agenda

**1. Introductions.** Every person should introduce themselves by saying their name, and why they are in the program. They should share their mission statement and their strengths.

**2. Hummingbird Report.** Each person should share briefly about 1 Hummingbird they interviewed and what inspired them about this person. You should each speak succinctly to the following points:

- A. What problem is your Hummingbird tackling (or have they tackled)?
- B. How are they helping solve it?
- C. What did you find most inspiring about their action?

We encourage you to use pictures, visuals or prompts to enhance your story and make it more compelling.

**3. Problem statements.** Each person should then share their problem statements from Milestones # 3, which they also should have shared online during the “Individual + Team Activity: Reflection & Scoping the Problem” on the portal.

**4. As a team, you must decide on 1 problem statement** that will be the focus of your team project for the entire month. In order to do this, you must first have a healthy discussion. We encourage you to advocate for ideas you like and feel passionate about, while also listening and considering others' preferences. State your case and know when to make compromises.

Everyone should ideally feel good about the decision. Your team's problem statement can be 1 person's problem statement, or it could potentially be a combination of 2 or more people's problem statements. It could also be entirely new for the team. The only 3 requirements for your chosen problem statement are that:

- A. It relates to a GCGO.
- B. Is clearly defined, including the population affected.
- C. It can potentially be addressed using some type of technology (such as an app or a physical device).

It doesn't have to be specific to your local community, but you may want to consider this possibility. Make sure your team can answer the questions from the McKinsey Problem Solving Framework about your problem.

- What is the problem?
- Where and when does the problem occur?
- Who is affected?
- What will make a solution successful?
- What are the boundaries of this problem?
- Who or what can stop you from implementing the solution?

Someone must write up the full problem statement in the Google Doc, and another person should review it.

### **Example Problem Statement**

The lack of accessible and reliable information about informal transport services severely impacts elderly citizens in various locations across Africa, who heavily rely on these services for their transportation needs.

Without easy access to accurate information, elderly individuals face significant challenges in planning and navigating their journeys effectively, leading to inconvenience, confusion, and potential safety risks.

The problem disproportionately affects the demographic of elderly citizens, who often have limited technological literacy and may struggle to adapt to rapidly evolving digital platforms.

Addressing this issue requires the development of a user-friendly and centralized information hub specifically tailored to the needs of elderly users, ensuring equitable access to essential transportation information and empowering them to travel safely and independently.

**5. Team Roles.** The team should also agree upon the roles each person will play for the month. Every person should have a primary role and a backup role. The roles are:

- Project Manager - responsible for helping with scheduling, timing of work, and making sure each person is completing their tasks on time. Keeping track of action items and key deliverables.
- Product Manager - responsible for advocating for the solution and helping it take shape, and putting info from the UX researcher into action.
- UX Researcher - responsible for understanding how users are challenged by the problem.
- UI/UX Designer - responsible for making the solution user-friendly and intuitive.
- Data Analyst(s) - responsible for finding and/or creating data visualizations that support understanding the problem, users, and the impact of a potential solution.

**Note that it's not a requirement to have all the roles covered in your team** – this is just an opportunity to practice. Taking a specific role does not prevent you from doing any other type of work. You should all be working together to get the job done.

Remember to write the role assignments in your shared Google Doc.

**6. Discuss what types of research you want to do on your problem.** What kinds of information might you find to illustrate the scope and impact of the problem? You will need to locate data and visualize it or find existing data visualizations after the meeting has ended and before Milestone # 6 is due. Please see the Activity: Finding a Relevant Dataset for Your Team Problem. You will also need to come to some specific conclusions about the work to be done

and record these in the Google doc. The data analyst(s) and backup data analyst(s) should have primary responsibility for the work, but everyone is encouraged to contribute. And each person is individually accountable to make sure the work gets done.

**7. Determine when your meeting for Week 8 will take place.** It should be fairly early in the week. It should ideally be a time when everyone can make it. If you can't find a time everyone can make, then find a time that the highest number of people can make and decide how the missing member(s) will get the information and contribute.

**8. Capture any questions or comments team members may have.**

**9. Recap each person's action items before the next team meeting in Week 7.** Make sure everyone is clear on their responsibilities, and that they are listed in your shared Google doc.

**10. Now that you have broken the ice and know each other,** decide on a cool team name that reflects what you want to accomplish as a team. This is just for fun, so don't stress too much.

**11. Have a mini 5-minute retro or "post-mortem" session.** Discuss The following areas with regard to the current team meeting.

- What went well?
- What did not go so well? How will the team avoid this in future meetings?
- How can the team improve on running the meeting efficiently in Week 8?

**12. Conclude the meeting.** You are personally responsible to come out of this meeting with the following (which form part of your Milestone # 6 submission):

1. The date & time your team met
2. The group name
3. Your team's agreed-upon problem statement (this should be the same for every team member)
4. Your team roles, primary and backup (this should be the same for every team member)
5. Your action items (what you need to do prior to Milestone # 6)
6. The scheduled date and time of the next meeting