**Date:** 29-09-2025 (Monday Night) **Time:** 20:00–24:00 **Duration:** 4 hours **Location:** Remote – Figma Workspace **Attendees:** Rumaysa, Anika, Yurii, Lorenzo

# Agenda

* MVP design review and iterative tweaks
* Feature set discussion and prioritization
* Placement of key interface elements
* Screen transitions and prototyping links
* End-to-end user flow from onboarding to core task completion

# Discussion Summary

* Refined low fidelity frames in Figma to converge on an MVP‑ready layout.
* Outlined the essential feature set for the MVP and removed non‑critical items.
* Agreed approximate placement for primary navigation and core UI elements.
* Defined transition patterns to support forward/back navigation and modal behaviour.
* Mapped the end‑to‑end user flow to minimize context switching and dead ends.

# Decisions & Agreements

* Proceed with the current MVP scope; move enhancements to the backlog.
* Adopt a single, consistent transition scheme across comparable flows.
* Standardize Figma layer naming and page structure for collaboration.
* Produce a linked click‑through prototype for early feedback.

# Action Items

|  |  |  |
| --- | --- | --- |
| Owner | Task | Due |
| Anika | Arrange meeting logs. Analyse survey results and create necessary diagrams. Process and submit weekly video.  Write user requirements.  Edit figma design if needed. Edit presentation if needed. | Proposed: 30-09-2025 |
| Yurii | Get the figma MVP prototype to a satisfactory state.  Edit presentation if needed. | Proposed: 30-09-2025 |
| Rumaysa | Write survey and gather results.  Write user requirements.  Edit figma design if needed. Edit presentation if needed. | Proposed: 30-09-2025 |
| Lorenzo | Create 3 personas. Handle the ppt creation.  Write user requirements.  Edit figma design if needed. | Proposed: 30-09-2025 |

# Risks & Mitigations

* Potential ambiguity in multi‑select feature behaviour; validate with a quick pilot.
* Risk of scope creep before usability testing; enforce backlog gating.

# Open Questions

* Are onboarding tooltips necessary, or will empty‑state copy suffice?
* What minimum analytics instrumentation is needed for the MVP test?