

Product Vision Meeting

[Team Name] – Product Vision Meeting

January 1, 2024

10:00am – 11:15am

Meeting Purpose:

Establish a clear path forward for an important part of the product.

10:00 – 10:05	Introduction 1. The purpose of this meeting is to address one current gap in the product and decide/figure out where to move from here 2. Meeting structure - We'll discuss the gap and spend some time brainstorming solutions	Team Lead
10:05 – 10:20	Product feature gap: explain in as much detail as possible, the direction in which you feel the project should move or what problem it should solve	Team Lead
10:20 – 10:35	Individual brainstorming session 1. Write out on post-its key ideas, solutions, or directions you think could help resolve (part or all of) the gap discussed 2. Each team member shares 1 or 2 of their best ideas 3. Identify high quality, overlapping ideas across team members	All Team Members
10:35 – 10:45	Prioritize the most supported ideas	All Team Members
10:45 – 11:05	Home in on the top (3 or so) solutions Add more detail to each possible solution	All Team Members
11:05 – 11:15	Closing remarks and vision summary	Team Lead