📝 Notes

A-typical team TB before sprint 1

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Attachments 📅 A-typical team TB before sprint 1

Meeting records 🎬 Recording

Summary

Diane Choih noted that most individuals have signed up for tasks, with Justine Kate Duo being an exception, and plans to create Discord threads for each sprint task. The team reviewed client intake notes and discussed concerns about inclusivity and the client's app development, with Junda Yin, Dominic Bradley, Claire Alexandre, and aTypical Community Project contributing to the discussion. The team agreed to establish a clear communication protocol with the client, with Diane Choih suggesting a point person from each function, and plans to prioritize problem statements and educational content with the client.

Details

- **Task Assignments and Sprint Goals** Diane Choih noted that most individuals have signed up for tasks and self-assigned roles, with Justine Kate Duo being an exception, who Claire Alexandre has reached out to. Diane Choih plans to create a Discord thread or forum for each sprint task, tagging all involved individuals to facilitate self-organization and discussion.

- **Daily Stand-ups** The team plans to schedule a 15-25 minute daily call for stand-ups, allowing everyone to share their progress, plans, and blockers. If team members are unable to join the call, they can post their updates in the designated stand-up channel on Discord. Claire Alexandre offered to set up the recurring "let us meet" invitation for the daily stand-ups.

- **Ticket Creation** Evan Bostrom inquired about the creation of tickets, to which Dominic Bradley confirmed that no tickets have been created yet, with discussion planned for a later meeting. Diane Choih mentioned that the project strategy team would meet in an hour to discuss ticket creation, and interested individuals were welcome to join.

- **Client Intake Review and Inclusivity Discussion** The team reviewed the client intake notes, focusing on notable takeaways from the client meeting. Diane Choih shared an anecdote about a parent's dissatisfaction with a match due to differing support needs, highlighting the client's emphasis on an all-inclusive community that doesn't match based on ability levels unless specifically requested. Dominic Bradley and Claire Alexandre raised concerns about the client's definition of "inclusive" and the potential for users to feel excluded if identity-based matching preferences are not adequately accommodated or explicitly requested.

- **UX Writing and User Experience Journey** aTypical Community Project highlighted the client's uncertainty regarding language and UX writing, suggesting further research into these areas. They also noted the negative experiences of users who didn't receive a match, emphasizing the need to research better communication strategies to ensure users feel their applications are reviewed and they are not left without information. Diane Choih suggested these points would be covered in the CX workshop.

- **Client's App Development and Our Project's Scope** Junda Yin brought up the client's mention of working on a separate app and their interest in Techfleet's research insights. Diane Choih and Dominic Bradley expressed confusion about the overlap between the client's independent app development and the current project's scope, noting the unclarity regarding whether these endeavors were meant to complement each other. aTypical Community Project also raised the possibility of the client merging two existing websites once the community education aspect is added.

- **Prioritizing Problem Statements with the Client** aTypical Community Project inquired about scheduling a meeting with the client to review and prioritize problem statements, especially regarding the vision and scope. Dominic Bradley suggested emailing the client to ask them to review the prioritized MVP (Minimum Viable Product) boards and confirm if they align with the client's expectations, noting that the team can continue working while awaiting a response. Diane Choih proposed offering the client the option of a live call if reviewing the boards via email is not preferred.

- **Client Communication Point Person** The team discussed establishing a clear communication protocol for contacting the client, with aTypical Community Project suggesting one or two point persons to avoid confusion from multiple contacts. Diane Choih favored having a point person from each function, such as project strategy, to streamline communication and prevent project management from handling all inquiries. The project strategy team plans to identify their point person for client communications.

- **Educational Content and Priorities** Diane Choih raised a point about educational content, noting that the client, Caroline, had indicated that "Autism 101" webinars were something she frequently conducts, but "social skills" content might not be a community need. aTypical Community Project suggested that the client could clarify their priorities for educational content when reviewing the project's priorities. Claire Alexandre reminded the team to be prepared to offer their recommendations, as the client might seek their input on what to prioritize.

- **Discord Communication and Team Engagement** Diane Choih expressed concern about whether all team members were checking Discord and receiving messages, stating that the team would find out as everyone checks in with their individual teams. Claire Alexandre believes that once the Discord channels are fully operational, it will help initiate the work and make the team feel more engaged.

Suggested next steps

- [ ] Diane Choih will set up a thread or forum for each task in the sprint under atypical sprint work in Discord and tag everyone who expressed interest in being involved.

- [ ] aTypical Community Project will put a sticky down to capture the discussion about the client's unsureness regarding the language and UX writing.
- [ ] Claire Alexandre will send out the invite for the daily standup through the Techfleet email account.
- [ ] Diane Choih will set up the additional channels after the meeting.
- [ ] aTypical Community Project and Diane Choih will discuss in the PS meeting who the point person will be for client communication.