

Facilitator: Rebecca

Attendees: Rebecca, Rosy, Abrar, Keisha, Daryle, Jennaye, Chante, Akudo

Rebecca asked if anyone has questions

- Daryle: It seems Brenaea wants to prioritize the app. From our Phase 0 conversations, whatever platform we decide on may not be design, heavy. We need to figure out a way to pitch that UX Design is important and that research went into supporting UX Design.
- Autumn: Where is the need?
- Rebecca: This is going to be very tech heavy based on our talk with Brenaea. Once we get into Phase 0, we can discuss our goals for Phase 1. Everyone's needed. We just want to define each team's goals and visions for this phase.
- Jennaye: Maybe Brenaea's concern is understanding. It could be a matter of explaining what each team does and that each team has distinct, interconnected roles.
- Rebecca: We'll talk out what each of us want's to start off doing and what needs to be done and then communicate to Brenaea and start spring planning.
- Rosy: In Phase 0, Brenaea talked about having a style/content guide. Maybe that can be something to work on in the meantime? We can pitch this to Brenaea and get feedback in the middle of figuring out other project aspects.

Rebecca asked for Product Strategy to get started on a Project Roadmap next week, which will be helpful for everyone to understand how we'll move forward for work. She asked for each team to think about priority and goals for this phase and opened the floor for anyone to share out.

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Rebecca asked Phase 0 people to familiarize leads with what was done and where they ended so we can all discussed where to go.

- Rosy: It was a lot of understanding how what Brenaea does works. What she does is complicated, so getting it all down in clear, understandable parts was the focus of Phase 0 (making sense of Brenaea's brain). They settled for finalizing the MVP and talking with Dev to know what it could feasibly be. They didn't finalize the MVP.
- Daryle: Come out of Phase 0 with a defined MVP. As they started analyzing Brenaea's communications, they spent a lot of time making sense of Dev-related concerns. They realized the needed to find a Dev team to research what platform based on client and user need. They had a prioritization workshop to determine

the essential features and take that to the Solutions Architect to determine the platform for TMV?

- Rebecca to Daryle: Do you feel like you go to a place where you can talk to the SA team, or does more research need to be done?
- Daryle: We still need to have the prioritization workshop to have that happen.
- Abrar: The digital strategist mentor from Phase 0 outlined how to determine the platform based on research.
- Jennaye: Clarity on what TMV provides was; it wasn't clear outside of offering community. It will be helpful to get clarity moving forward.
- Daryle shared the Phase 0 [PRD](#)

Chante asked about the prioritization workshop, which is the same as determining what goes into the MVP. Can it happen before getting Dev input?

- Rebecca: We can do research, but it needs to be based on the needs.

Autumn and Keisha asked about the most important documents that would support UX Design and UX writing.

- Abrar, Rosy, and Daryle shared these docs: [Glossary of Terms](#), [App Scope](#), [Problems to Solve](#), [PRD](#)
- Daryle walked us through the [Notion Phase 0 page](#) (Research, Strategy, UX Full Cycle) (highlighted two main users (admin, village sister; tech stack analysis, problem statements, features and functionality - will need to prioritize with client during prioritization workshop)
- [Product Strategy FigJam](#)
- [Full Cycle UX FigJam](#)

Rebecca to Chante and Akudo: What Phase 0 did is important for Product Strategy. Any questions?

- Chante asked for confirmation the visual and text versions of the PRD are the same and Daryle confirmed they are.

Rebecca confirmed that we have to define the MVP and a lot of things to know our next steps. She wants to work on the Product Road Map with Product Strategy, but they need to understand the features first. (Abrar asked about scheduling a time that will work for Dev). For Design, consider starting with the Style Guide. Rebecca will reach out next week to determine each team's Phase 1 goals.

- Daryle: Phase 0 has a barebones product roadmap with a lot of assumptions of what they think should happen. In terms of Design, it's not clear where we're starting; we need to do more expectation-setting/alignment with Brenaea.
- Rosy: While waiting on Dev, Content, Research, and Design can work on items in the meantime and transfer them to Dev. We can pitch this to her.

Rebecca asked if we want to meet with Brenaea or have her be a liaison for next steps.

- Daryle proposed saving this for the Kickoff.

Rebecca asked what worked/didn't work in Phase 0, considering that they didn't have a PM team.

- Daryle: Having someone to centralize all of the content gathered from Phase 0 would have been helpful. In the regular Phase 0 Kickoff, we had everyone submit questions prior to meeting with Brenaea to streamline the conversation. Rebecca
- Jennaye: Having meetings scheduled far in advance for retros and meeting with mentors was also helpful.

Rosy asked if Product used the Kanban board. She said it helped to have a visual of what to get done.

- Daryle said we had one, but only one person managed it.
- Rebecca confirmed it would be helpful to have a place where all can have access to something like that and utilize it more. First, we need to know what to prioritize.

Autumn asked PM for support in getting a UX writing mentor after not receiving a response to the UX Writing team's request. Jennaye confirmed the same for Research and Rebecca for PM.

Chante asked if PS should talk to Brenaea about the MVP. Rebecca said we'll all talk to her at the Kickoff and come with questions. We can define the MVP and team goals there.

Jennaye asked about the Kickoff format. Rebecca confirmed it will include an icebreaker, intros and a [Q&A](#), so if you can meet with your apprentices prior to Kickoff, do so, and submit your questions prior.

Keisha asked for clarification for Retro and Sprint planning

Retros: Discussion/reflections on what went well and how to improve.

Sprints: Tasks are assigned to different people.

Rebecca asked what would be best for scheduling Retros and Sprint Planning.

- Abrar found it more helpful to have them 1 day apart instead of on the same day. Rosy agreed; it was draining to have both in 1 day.
- Rosy asked to know when we'll have Demos to inform when we'll have Retros and Sprint Planning.

Rebecca said we wanted to Kickoff this Friday but PM won't be available, so update your availability and remind your apprentices to do so as well.

Jennaye asked about Stand Ups. Can we do it through a Slack channel?

Rebecca said it's a team decision: live or on Slack. We voted to do it on Slack.

Rebecca talked about Shadows and Rosy talked about a liaison on each team going to each team meeting, like an Ambassador, to answer questions or report back.

Rebecca confirmed we're not so clear on where to start, but she'll work on getting us clarity. She'll touch base within the week.

Rosy said they signed up as a Sister in Phase 0 to see how things work for a user. Maybe everyone can have access in Phase 1, too? Rebecca said it will also be helpful.

Jennaye and Keisha asked if the leads meeting will be recurring. Daryle recommended having a biweekly meeting the week of Demos can be helpful, as long as they're before Demos.

Jennaye commented that it was overwhelming to have a lot of meetings in Phase 0, but because we'll record everything, it's okay to opt out of meetings, as long as we all stay in communication. Daryle recommended trial and error. Jennaye recommended starting weekly and scaling back.

Rebecca is hoping we'll have our Solutions Architect in the next meeting.

Daryle recommended Dev having the context from Phase 0.

Next steps: familiarize yourself with Phase 0 materials.