

Roadmap Meeting

[Team Name] - Meeting Title

January 1, 2024

10:00am – 11:00am

Meeting Purpose:

Discuss and agree on an overarching path forward for the next few months or quarters. Create some KPIs to ensure we are going in the right direction.

10:00 – 10:15	Long Term Goals + the Big Idea	Team Lead
	<ul style="list-style-type: none">- Where is this product going next quarter? 4 quarters out?- How do we know this is the right direction?	
10:15– 10:45	Choosing a path forward	All Members
	<ul style="list-style-type: none">- What are the main pillars of the project that will advance the product to its goal state?- Assign priority to each pillar- Break down larger epics into smaller tasks	
10:45 – 11:00	Decide on KPIs to track towards the Longer Term Goal before the next meeting.	All Members
