

9/2/2020

Agenda for the Review:

- 1. Team Introduction**
- 2. Project Background / Define Problem Statement - Gina**
 - a. Current state, desired state, project goals, constraints**
 - b. Stakeholders - Jared**
- 3. Review Deliverables**
 - a. Review Benchmarking Documents - Chad
 - Discussion of products existing on the market and a desirable range for design specs
 - Discussion of customer hopes for the product given the benchmarking parameters.
 - Show link to the benchmarking document in Confluence and how to navigate to Benchmarking
 - b. Customer and Engineering Requirements - Hannah
 - Customer requirements as ranked, confirm that these are correct and discuss any additional requirements if any.
 - Discuss How Customer requirements were used to create engineering requirements
 - Discuss Engineering Requirements and any concerns
 - Show All items locations on Confluence and how to navigate to them
 - c. Risk Assessment - Jared
 - Discuss identified risks
 - Discuss if any foreseeable risks have been missed
 - House of quality
 - d. Present Use Cases - Kaylie
 - Discuss any gaps in use cases
 - Any concerns with current use case scenarios
 - e. Project Plan - Gina
 - Review the jamboard
 - Add milestone (Gantt chart)
 - Discuss next steps for the project and discuss customer availability for the review dates planned
- 4. Conclusion**

During this Review we will go over in detail the topics listed in the above agenda. The team will also show all links to important information and review any questions the

customer or guide may have about the project. Attached to this email is the link to the confluence review page for access before the review meeting.