Product Vision Meeting

# [Team Name] – Product Vision Meeting

## January 1, 2024

## 10:00am – 11:15am

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| Meeting Purpose:Establish a clear path forward for an important part of the product.  |  |
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| 10:00 – 10:05 | Introduction1. 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) solutionsAdd more detail to each possible solution | All Team Members |
| 11:05 – 11:15 | Closing remarks and vision summary | Team Lead |