# Agenda - [Date]

## Purpose:

### **[Topic #1 in question form]** [Resource Person] ( [Supporting Link], [Time Estimate])

1. **[Topic #2 in question form]**

[Resource Person] ( [Supporting Link], [Time Estimate])

1. **[Topic #2 in question form]**  
   [Resource Person] ( [Supporting Link], [Time Estimate])

Decision Needed:

Output / Task List / Deadlines:

Attendees:

# Agenda - Feb. 11, 2021

## Purpose: Analytics Request for Website Searches

### **What information and insights are needed? What key decisions will be derived from these?** Lisa ([Proposal](https://qwilr.com/create/google-analytics-proposal/), 7 mins)

1. **Is it possible to get these information from website visits and interactions? What analysis will be performed on the information?**

Kevin ([Data Analysis Requirements](https://qwilr.com/create/google-analytics-proposal/), 15 mins)

1. **How long will it take to implement this feature? What timeline can we agree on?**

### Greg ([Tools and Tech Stack](https://qwilr.com/create/google-analytics-proposal/), 10 mins)

1. **What workload adjustments will have to be made? Who will work on this?**

### Kaye (5 mins)

Decision Needed:

1. Approval for development of the feature: task re-prioritization, timeline, budget for tools
   1. Decider: Felipe and Kaye
   2. Advisors: Ryan (customer experience), Sarah (marketing), James (legal)
2. Assignment of directly responsible individual for this project; and key contributors; Decider: Kaye and Greg

Output:

*To be added after*

Attendees: Felipe, Kaye, Ryan Sarah, James, Lisa, Kevin S., and Greg