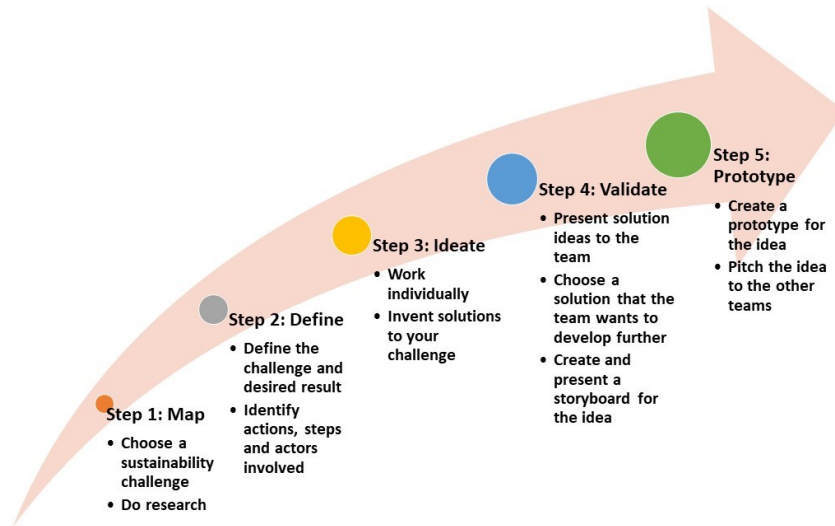# Instructions for team meeting (week 4)

## Design Sprint Step 2: Define



The second step of the design spring is called "Define". In this part of the course, you will **create a clear and concise problem statement** based on the brainstorming and research from the previous step.

**Before you start the meeting, decide who will chair the meeting and who will take the meeting minutes.**

## Define problem and desired outcome

During your team meeting, you should start by defining the following:

1. **The challenge or problem you will be focusing on during this project**. Narrow it down to one specific aspect of the sustainable development goal you have chosen.

2. **The desired outcome or result**, i.e. what do you want to achieve? Consider whether the solution can be found in, for example, education, technology, or politics**.** Remember that the solution you propose should be something that could actually be implemented in a local or national context.

## Identify action, steps and actors

After you have defined the problem and desired outcome, you need to **identify the actions, steps and actors involved in finding a solution**. Be as specific as possible.

In a shared document or on a shared platform, **write everything down and submit this along with your meeting report and minutes**. Your team mentor will join your meeting the next week and discuss this with you.

- To the left, include all the relevant actors and stakeholders who are affecting the problem or who are affected by the problem.
- To the right, sketch out the desired end result. In other words, what do we want to achieve?
- In the middle, include the steps the actors and stakeholders have to take to achieve the end result.

[See example](#)

**Use this template:**

| ACTORS & STAKEHOLDERS | STEPS | THE END RESULT |
|---|---|---|
| Relevant actors and stakeholders who are affecting the problem or who are affected by the problem | The steps the actors and stakeholders have to take to achieve the end result | The desired outcome – What do we want to achieve? |
|  |  |  |

## Set date for next meeting and invite your team mentor

Find a few suitable dates for your next meeting, preferably at the beginning of the next week.  Invite your team mentor and check which dates are suitable for them.