

# Instructions for team meeting (week 3)

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

## Megatrends and the SDGs

**During your team meeting, you will discuss the megatrends and the sustainable development goals (SDGs) and determine which goal (in other words, which problem or challenge) you will focus on during the course.**

Keep in mind that even though the goal you choose may be broad, you are not expected to solve the entire problem or challenge related to this goal. Later in the course, you will narrow it down to be able to propose a solution that could be implemented in a local or national context.

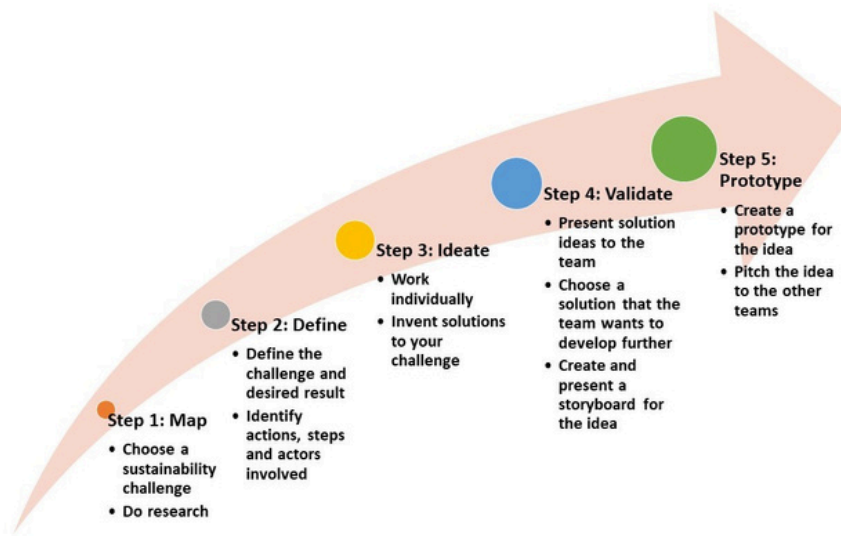
When trying to reach a decision as to which goal to focus on, you may want to keep the following questions in mind:

- What do we know about this topic from before?
- How does the topic relate to our fields of study?
- How relevant is this topic from a local or national perspective?
- What efforts are already being made to solve the problem?

Please remember that you should reach a **joint** decision. If there are very different wishes, try to find a compromise that all team members are happy with.

**N.B. In the meeting minutes that you submit, you must include a description of the problem or challenge you have chosen.**

## Design Sprint Step 1: Map



**When you have reached a decision, you can start on the first step of the design sprint. This step involves mapping (i.e, researching more closely) the problem or challenge you will aim to “solve” during the course.**

Take notes and gather sources in a shared document or on a shared platform. Try to answer all questions in the **table on the next page**.

If certain questions are not applicable to your topic, you can leave them unanswered.

Who?	What?	When?	Where?	Why?
<b>Who</b> is involved?	<b>What</b> do we know about the problem?	<b>When</b> did the problem start?	<b>Where</b> does the problem exist?	<b>Why</b> is it a problem?
<b>Who</b> , or <b>what</b> , is affected by the situation?	<b>What</b> has already been done to solve the problem? Are there people, organisations or governments working on these issues (at a global/national/local level)?	<b>When</b> should the problem be solved?	<b>Where</b> could we find more information on the problem?	<b>Why</b> is the problem important?
<b>Who</b> makes the decisions?	<b>What</b> could a better future look like, in other words a future world where this was no longer a problem?	<b>When</b> have we encountered the problem ourselves?	<b>Where</b> (in which fields) could we find possible solutions to the problem?	<b>Why</b> hasn't the problem been solved yet?

### Set date for next meeting

Set a date for your next meeting. Decide which team member will send the meeting invitation and chair the meeting.