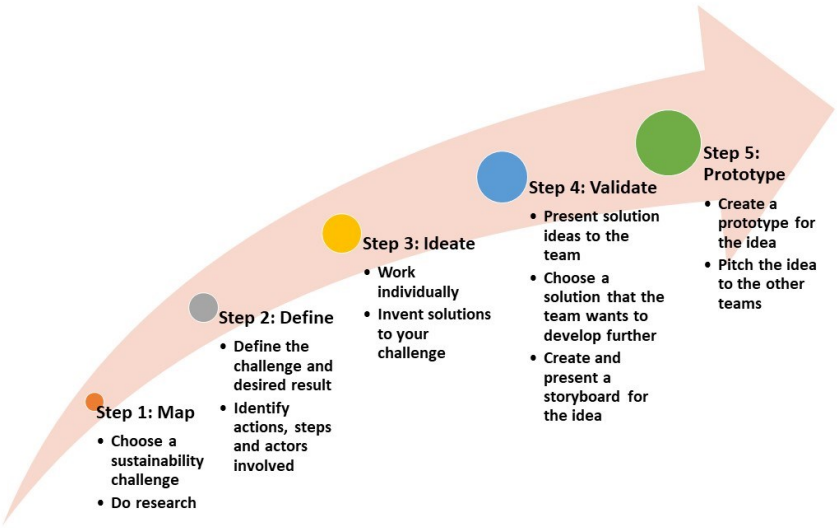
Instructions for team meeting (week 4)

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.