

# Project information

## Phase 0 - First Meeting

### Goal

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The first meeting serves to **decide whether a collaboration with the potential client will be established**. For this reason, the first project visions, possible target group, needs and expectations should be discussed during the meeting. Furthermore, the client should be checked for compatibility.

*Note: More detailed questions about the framework conditions and resources (time, budget, etc.) of the project will be discussed in more detail only in Phase 1, after all parties have agreed to the cooperation.*

### Preparations

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In order for the first meeting to be efficient and goal-oriented, it helps to think about the following questions **in advance**:

- How did the idea for the product come about? (Project origin)
- Presentation of the project benefits - what will be better afterwards? Why do you want to achieve this?
- Do you already have an idea of what the final product should look like? If yes, how? (visual representation helps for mutual understanding)
- Who is the potential target audience?
- What is the project vision? (strategic goal)
- What is important to you about the product?
- What are your expectations and fears about the product and the joint collaboration?