

FORMAL DESIGN REVIEW AGENDA

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PROJECT NAME	MEETING DATE	START TIME	END TIME

X	ITEM	NOTES / DESCRIPTION
	OVERVIEW spend approximately five minutes explaining the agenda and answering questions	
	BACKGROUND the designer shares the purpose of the design or prototype, the intended user, business value, and key performance indicators	
	DESIGN REVIEW designers and product managers share the design while participants take notes with feedback	
	FEEDBACK REVIEW participants share feedback	
	PRIORITIZATION designer and product managers discuss next steps / decisions with decision-makers	

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