The 4-meeting Design Sprint

Meeting#1

DEFINE THE PROBLEM
Frame the project
Create representations of the system
Ask questions/identify pain points
List what/who's information is needed to proceed

Gather information, perspectives, and data to inform your representation of the system

Meeting#2

DESCRIBE THE CURRENT STATE
Share data collected
Review literature or existing frameworks
then update/edit the representation of the system

Take the representation of the system and change ideas to people in the system and get their feedback

Meeting#3

PREPARE FOR CHANGE
Reflect on what understandings changed as a result of the data collection and representation
Ideate what changes might be desirable or feasible to work toward

Draft a summary of the work that happened

Meeting#4

PLAN FOR CHANGE
Confirm the summary of work and assign tasks for next steps

Breck

Julie Kallio, August 2025