EaaSI In-Person Node Meeting
DAY 1: 11/13/2018
Brainstorming and Prioritizing EaaSI Features

Purpose & Goals:

- Node Leads articulate possible features for each feature category:
    - Search/Discovery
    - Resource Import
    - Environment Configuration
    - Metadata/Description
    - User Management
    - User Interface
    - Network Capabilities
    - Data Management
    - Access Services
- Prioritize features to reflect the needs of Node Teams

Instructions:

Step 1) Split into two groups. Spread out and organize the feature categories across the table. Select 2-3 categories to focus on in your group.
Step 2) Use the post-its provided to brainstorm features for your selected categories. Features presented by the project team have already been documented on post-its for prioritization.
Step 3) Prioritize features across your selected categories. Discuss the reasons why your group prioritized the features the way that you did.
Step 4) Report out to the group and share the categories you focused on, the features you identified as highest priorities and why

STEP 1
<u>Evaluate the feature categories</u>
Locate the small stack of categories and spread them out on the table where everyone in your group can see the categories. Discuss whether and which categories you want to focus your brainstorm on. Narrow down the categories and make sure there is enough room beneath each paper category to place post-its for the brainstorming activity to follow.

STEP 2
<u>Brainstorm</u>
Use the post-its provided to brainstorm features (e.g., workflows, functionality, interface components, etc.) associated with each of the categories your group chose to focus on.

STEP 3
<u>Prioritize features</u>

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As a group, across categories, discuss which features should take the highest priority. Move features to a matrix, mapping the value (Low to High) and urgency (Long to Short Term) of each proposed feature. Make sure to explicitly articulate your criteria for prioritization (amount of development time, immediate benefit for low cost, dependency for all other features, etc.)

STEP 4
Group discussion
As a group, across categories, discuss which features should take the highest priority. Make sure to explicitly articulate your criteria for prioritization (amount of development time, immediate benefit for low cost, dependency for all other features, etc.)