Designers Work Week

Monday	Tuesday	Wednesday	Thursday	Friday
30 min-1 hour Design Review with Lead	30 min Navigator Stand-up	1 hour Design Planning Meeting	30 min Navigator Stand-up	30 min Navigator Stand-up
	Design Working Session 1 hour meeting per project	1.5 hour Navigator Design Review/Working Session	Design Working Session 1 hour meeting per project	
	Sprint Review (every 2 weeks)	Monthly UX Showcase (Optional)	Sprint Retrospective (every 2 weeks)	

Designers Work Week

Stand Up

- Quick rundown of what everyone is working on as well as discussion of blockers or impediments.

Design Review

- 30min-1 hour meeting with your design lead to review work, discuss challenges, and answer any questions you may have.

Design Planning

- 1 hour meeting to review scope of work and assign work flows.

Design Working Sessions

- Designer is responsible for scheduling meetings on Tuesday and Thursdays for each workstream.

- These meetings should include the PO, Dev (front end and services) and SME. The PO on the project should be able to help you with who to invite.

Navigator Design Review

- 1.5 hour meeting where all Nav designers review work flows, collaborate on solutions and share about design related topics.

Designers Work Week

Sprint Review

- 1 hour meeting every 2 weeks with Nav design and research to review workflows, status and collaborate on features.

Sprint Retrospective

- 1 hour meeting every 2 weeks with Nav design and research to review the work that has been completed and look back on what worked, what didn't and what we can improve.

Monthly UX Showcase

- 1 hour meeting held once a month where UXers from across United present their work and discuss UX topics.