* Onboarding
  + Contacting potential users
    - Email (official UAT correspondence email)
      * Initial mass email upon creation of program
        + Users can then sign up for regular email updates on new technology
      * Periodic mass email reaching out for additional users
      * (User count will dwindle over time so it is important to maximize retention and ongoing recruitment)
  + Informing new users
    - Jam page/Teams chat
      * Info such as the purpose
      * Ability to sign up for new tech
      * Have a page for each tech
        + Directions on setting up
        + Discussion forum?
        + FAQ
        + File sharing

How to guides

Example test scenarios

Functional feedback

Documentation

* + - Host an introduction meeting highlighting how to download and use the tech
      * Record and post this to the Teams/Jam page file share
  + Create/assign research/moderator team to each new tech
* Continued platform and tech engagement
  + Selective Testing
    - Classify platforms/tools with the purpose of targeting specific people/positions/departments that would benefit the most
  + General Testing
    - Will provide and outside/general perspective and feedback on the tech as well
  + Advertise the benefits through the above communication structure/methods
* Teams Feedback
  + What service will be used for the feedback collection?
    - Surveys/polls/excel sheet?
    - Host a user feedback session regularly (15 days)
  + Research/moderator team that is assigned to the specific tech will review, consolidate, and analyze the feedback

To-Do

* How do we ensure we receive the users feedback?
* How do we report findings, individual feedback and consolidated feedback (i.e. survey responses)?
* How are the communication channels managed with the end user?
* How do we communicate and partner with the vendors providing the new technology?
* What would be the criteria that you would recommend to judge whether a technology moves on from Insider status to a larger proof of concept?

Majority of positive responses based on the amount of bugs, user friendly, pros/cons of using, usability, relevance

Additional Whiteboard Notes

* UAT (User Acceptance Testing)
  + Looking for:
    - Bugs
    - User friendly
    - Pros/cons of using
    - Business application/relevance
* Two main aspects to consider
  + Process
    - How to get people on
    - How to get them testing the software
    - How are they using the software
    - How do we get the results
  + Setup
    - How does the service/experience look
    - How does the service function?

Meeting Notes

* SAP version of Windows Insider
* 500-1000 people involved
* Mentors
  + Robert Young (Chris, Kevin, & Joe)
  + Christian Hasselbalch (Gray, Matthew, Mashour)