Group 10 Team Work Report

#### Submission Date: **04/11/2023 @ 6:59 PM**

#### Assignment/Task (e.g., class assignment on 01/25): **Milestone 2A**

#### Team name (or NA for a class assignment): **Group 10**

#### Team leaders: **Marie Shimizu & Leilah Lui**

#### Team members: **William Chin, Tyler Fulinara, Andre Lavilla**

# Discussion Minutes/Report:

## Meeting Date: 03/06/2023 @ 4 PM

**Team Lead: Marie Shimizu**

**Participants: (All) William Chin, Tyler Fulinara, Andre Lavilla, Leilah Lui, Marie Shimizu**

**Meeting notes:**

* Meeting preparation:
  + Develop general questions you would like to ask your interviewee for the research
  + Develop specific questions you would like to ask your interviewee for the research
* Meeting Agenda:
  + Discuss, review, approve each member’s question list
  + Work on assignment, “Week 5: Beginning User Research”
  + Assign work
* Other info:
  + First part of the milestone was assigned to Marie
  + Personal Design Assignment (not the group project) is due on Tuesday 3/7

**To-dos (and who is assigned):**

* What to do by 03/07 @ 12 PM:
  + Review the paragraph Marie wrote for part 1 under “Class Activity Week 5: Beginning User Research” document, feel free to proofread and edit it. (Assigned to all)
* What to do by class (Assigned to all):
  + Add your interview questions under “Compiled Interview Questions” Document
  + Proofread each other’s questions, if you want to suggest/ask anything, comment on the Google Doc
* Other tasks:
  + This week’s group activity part 2 is assigned to William (Due 03/07 @ 12 PM)

## SPRING BREAK (03/20 - 03/24)

**To-dos (All):**

* Send demographic survey to your interview participant
* Interview your own participant
* Add quotes and key findings to the FigJam for data collection and analysis
* Non-group work:
  + Finish collecting data for your personal design assignment
  + Analyze data for personal design assignment (Due: 03/28)

## Meeting Date: 04/01/2023 @ 4 PM

**Team Lead: Leilah Lui**

**Participants: (All) William Chin, Tyler Fulinara, Andre Lavilla, Marie Shimizu**

**Meeting notes:**

* Meeting preparation:
  + Prepare all you sticky notes on the FigJam board
* Meeting Agenda:
  + Complete analysis of interview findings and complete affinity map on FigJam
  + Assign FigJam board presenter(s) for next class
  + Assign/discuss plans and roles for Milestone 2A (due 04/07)

**To-dos (and who is assigned):**

* What to do by 04/04 @ 6:59 PM:
  + Complete data grouping on the FigJam (Assigned to All)
  + Define high-level themes on the FigJam (Assigned to Leilah)
  + Prepare for presentation on 04/04 (Assigned to Leilah)
  + Submit presentation by class on 04/04 (Assigned to Leilah)

## Meeting Date: 04/09/2023

**Team Lead: Leilah Lui**

**Participants: (All) William Chin, Tyler Fulinara, Andre Lavilla, Leilah Lui, Marie Shimizu**

**Meeting notes:**

* What to prepare before the meeting:
  + Review and the “Milestone 2a: User Research and Implications for Design” Google Doc

\*Feel free to start filling it out and jot down notes! It will help speed up the process.\*

* Meeting Agenda:
  + Complete Milestone 2a
  + If we have time, start brainstorming how to translate our codes into design

**To-dos (and who is assigned):**

Complete Milestone 2A before Class on Tues (04/11)

\*Please have this done before class. Turn in time: **04/11 @ 6:45 PM**\*

* EVERYONE:
  + “Discussion or Implications for Design” Section:
    - Review and add to the “Key Ideas” under the “Discussion or Implications for Design” section
    - Sketch a storyboard for a design idea based on the key ideas in the “Discussion or Implications for Design” section
    - Write a paragraph that explains your idea, how it works, how you know it will work, the limitations of your idea. (See instructions on document)
  + Review and add to “Research Methods” section
  + Review and add to conclusion
  + Complete [Individual Contribution Statement/Form](https://docs.google.com/forms/d/e/1FAIpQLSeSoo65CSCxrkWpfiTBTqaIQZELFv9auuwqIuchKBXC6sLVrQ/viewform) by 04/11 before class
* INDIVIDUAL WORK:
  + William:
    - Complete “Why should the readers care?” section
    - Help Leilah with “Findings” section
  + Tyler:
    - Complete “What’s the problem?” section
    - Work on “Conclusion” section
  + Andre:
    - Complete “Research Methods” section

\*Please do this by Monday (04/10) so that the team can add to it\*

* + Leilah:
    - Complete “What’s our secret sauce” section
    - Complete “Findings” section
    - Submit Milestone 2A 04/11 @ 6:45 PM
  + Marie:
    - Complete “Why is the problem a problem?”