

# Meeting log

Overall work arrangement:

TEAM WORK LIST						
	Mingyi Ren		Xin Gong		Benzhuo Tian	
WEEK 4 - WEEK 6	background research	Define interview questions	background research	Create questionnaires	Function and problem review	Define interview questions
	do questionnaire survey	Analyze and evaluate the data	do interview	Analyze and evaluate the data	do questionnaire survey	Analyze and evaluate the data
WEEK 7 - WEEK 9	Story Board	stand-up	low-fidelity prototype	stand-up	concept model	stand-up
	solve stand-up feedback	medium-fidelity prototype	SUS test	medium-fidelity prototype	meeting log	github
WEEK 9 - WEEK 12	functional prototype	high-fidelity prototype	functional prototype	high-fidelity prototype	github	Story Board
	meeting log	Final Prototype	Final Prototype	brochure	WIPI	functional prototype
TEAM WORK LIST						
	Jiayu Chen		Yifei Liu		Futian Jiang	
WEEK 4 - WEEK 6	making plan of work	Define interview questions	Problem Space	Create questionnaires	Project aims and audience	Create questionnaires
	do interview	Analyze and evaluate the data	do interview	Analyze and evaluate the data	do questionnaire survey	Analyze and evaluate the data
WEEK 7 - WEEK 9	concept model	stand-up	Story Board	stand-up	persona	stand-up
	persona	meeting log	system features	solve stand-up feedback	meeting log	medium-fidelity prototype
WEEK 9 - WEEK 12	conference poster	social pattern	Time on Task	SUS test	high-fidelity prototype	social framework
	Think Aloud	conference ppt	meeting log	Final Prototype	solve stand-up feedback	conference presentation

Week4-6:

After discussion, our team first set the task direction as distance online education, and decided to focus on social networking as an online distance education platform. After determining the direction, the entire team carefully analyzed the needs to complete the project and formulated future plans.

Find all kinds of information together. About the distance education platform quasi-target population of college students, related literature and education of college students, the model of the distance education platform, and the team observed and analyzed the existing relatively well-known distance education platforms. Among them, the professional literature on social and mobile phone functions provides the basis for the platform functions designed by the subsequent team.

According to the plan, Jiayu assigned the workload and work plan of each team member, and worked with Mingyi and Benzhuo to determine the questions and specific contents of the face-to-face interview, and conducted and recorded the interview inside and outside the school after completion. Xin, Yifei and Futian jointly produced the survey task of written questionnaires, distributed the questionnaires and collected various data after the production was completed. All team members participated in the analysis of the collected data, and the results of each analysis were discussed and synthesized. Get essential design features for our distance online education platform. Our team's platform will

focus on designing the user's sharing function, and on the premise of ensuring the user experience, it is more convenient for users to share knowledge, task process sharing, and more convenient learning focus planning.

working link:

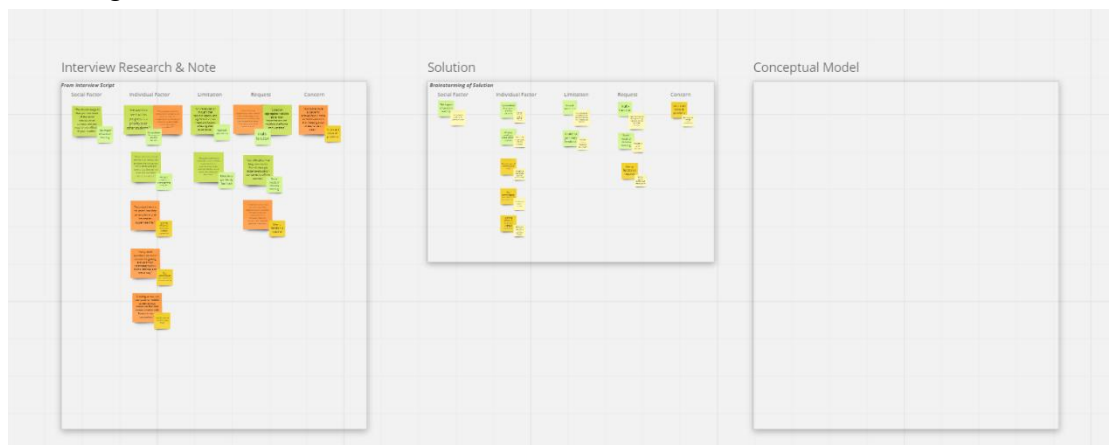
<https://docs.google.com/document/d/1tKs01laMH2L1ggj08oT8GuxXulsDDqFa1yo5MD3mmRE/edit?usp=sharing>

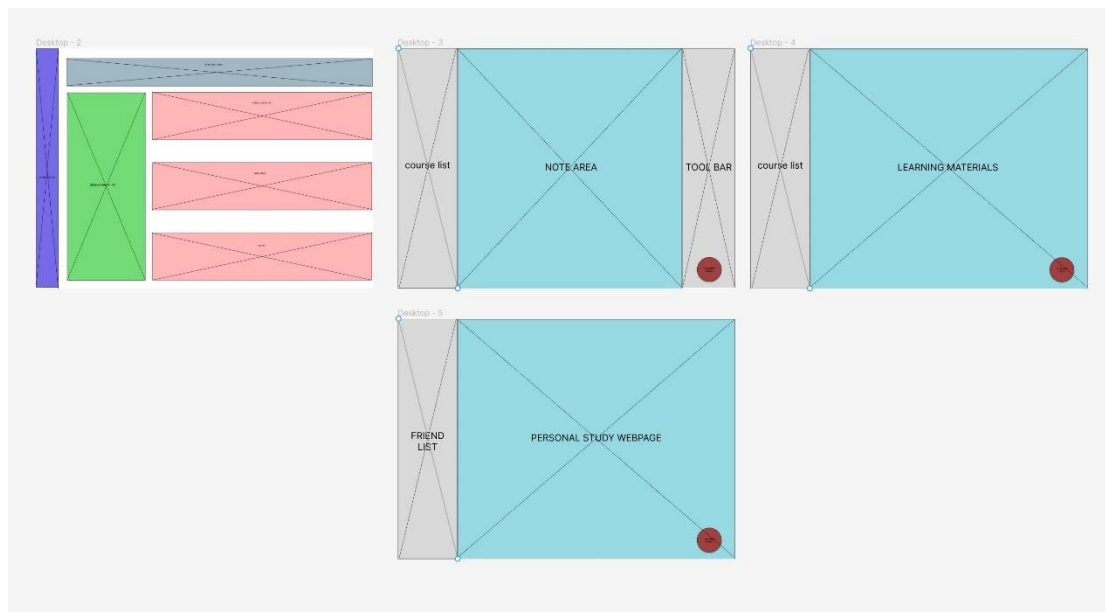
[https://docs.google.com/document/d/14GhUdHJty635n5XpxU-i\\_NWDBwkXhd03d4ykyPZlgs4/edit](https://docs.google.com/document/d/14GhUdHJty635n5XpxU-i_NWDBwkXhd03d4ykyPZlgs4/edit)

Week7-9:

Our team completed the inquiry of the preliminary data and determined the content that we need to include in the circle. Jiayu and Futian completed the production of persona based on the results of the questionnaires and face-to-face interviews of college students. Mingyi and Yifei completed the production of storyboards according to the distance education direction of persona and the team, and solved the problems through our platform about what difficulties users can encounter in life. Benzhuo records the team's work and uploads all work progress and final versions of work files in our team to our team's GitHub. Xin has completed the production of low-fidelity prototypes, and will then iterate through communication and discussion with our team to complete a mid-fidelity prototype that is closer to reality, laying the foundation for later advanced prototypes.

Working screenshot:





## Bruce



**Job Title**  
Student

**Age**  
21 years

**Highest Level of Education**  
Bachelor's degree (e.g. BA, BS)

**Social Networks**



**Industry**  
Finance

### Preferred Method of Communication

Through the online chat window like WhatsApp, WeChat

### Tools They Need to Do Their Job

- Word Processing Programs
- Email
- Reporting Software
- Project Management

### Job Responsibilities

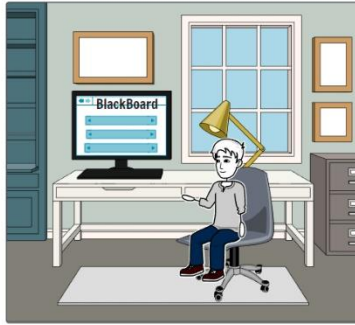
Complete the assignment

Attend the examination

Watch the education video. e.g. lecture, tutorial.

### Biggest Challenges

- Communication
- Collaboration & Creativity
- Project Management & Disorganization



Tommy is a student taking online courses and needs to complete learning tasks and assignments at home alone for a long time due to COVID-19.



He has to spend time and energy to navigate, organize learning resources and make plans for various study activities on many different platforms.



By using this website, he can easily import and manage the required learning tools, website links and materials, and plan the tasks to be completed every week.



Without the learning atmosphere and invisible supervision of other students, it's easy for him to become addicted to entertainment.



Because of the reduction of social and communication opportunities with other students, he has less motivation to gain more knowledge from hard work.



On this website, he can see the daily learning and task completion progress shared by other students and friends who are in the same learning group.



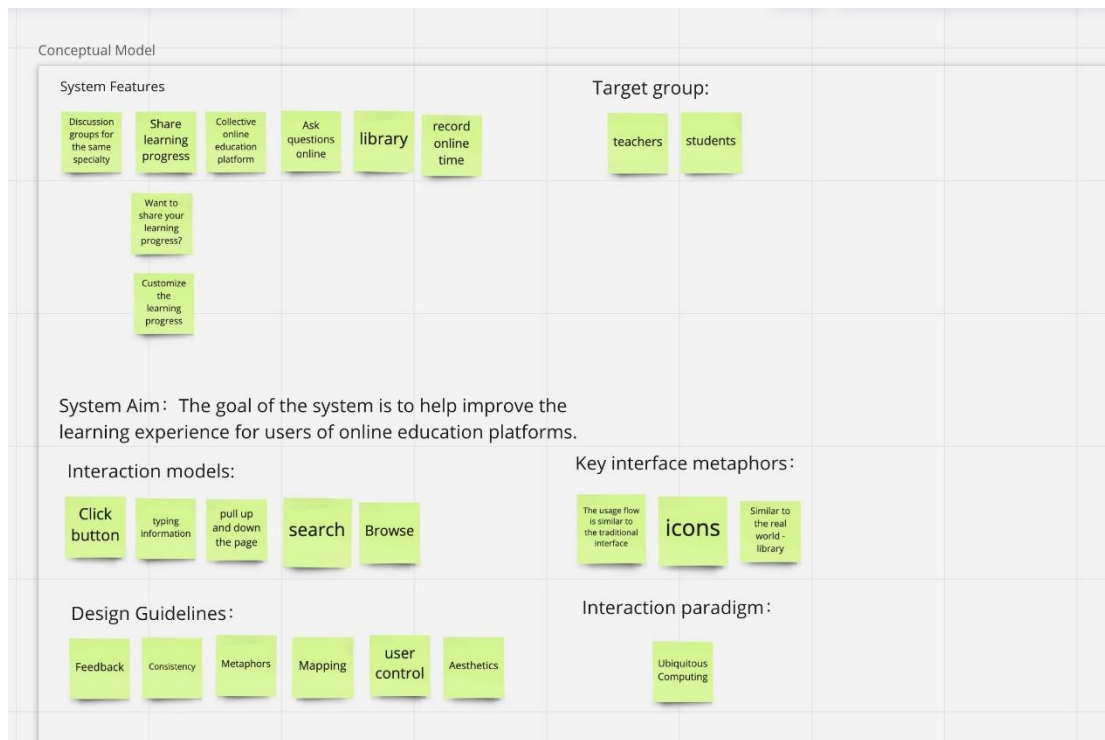
He feels that he is not fighting alone, and will get some beneficial pressure to urge him to put aside the idea of playing all day and focus on studying.



This website can also quantify his daily effort in learning and show it in the form of data and charts, so that he can really see and share his success.



As a result, this learning progress sharing platform can help students develop good learning habits at home by increasing social interaction.



Stand-up feedback: Based on the feedback from this stand-up. Our team has established a direction and done a preliminary investigation. But there is no well-planned presentation of content. Therefore, our team needs to communicate more and plan a reasonable display method in the next exhibition. Continue the mission plan, grab the core social and mobile-focused content, and focus on presentation.

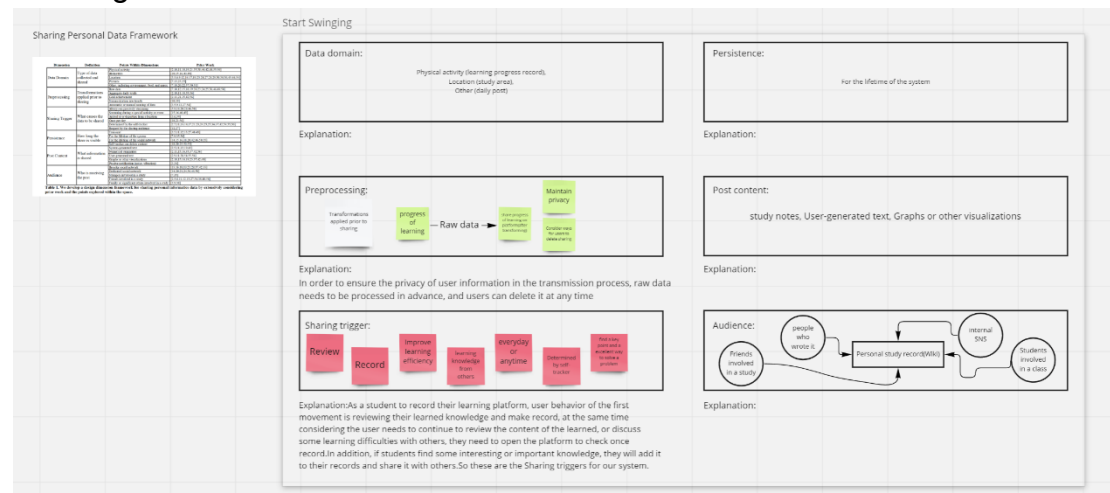
## Week9-12:

After several improvements to the prototype, our team finally completed a prototype that we approved. According to the progress of the completed project, posters were made for display, and various tests, analysis and summary of the final prototype were also completed.

Futian processed and analyzed the feedback from the stand-up, and compiled a detailed description of the six aspects (data domain, physical activity, etc.) of the framework of the group project with Jiayu based on the final version of the prototype. The pictures were matched with the text, and together they made a poster for display. It also arranges the content of the stand-up and organizes various files that need to be displayed. Benzhuo is responsible for the submission and organization of various documents on the wiki (meeting records, prototype documents, miro links, etc.), checking the documents submitted by each team member, classifying them and placing them in appropriate locations in GitHub, helping to deal with various events in the team. Mingyi improved the details of the storyboard, and realized the functions of like, warning and comment on the learning experience shared by the students in the functional prototype through the code, and displayed the interaction logic and realization

results that are difficult to clearly display in the general high-fidelity prototype. came out. Xin completed several improvements to the final prototype, perfecting every detail based on the results of various tests. Focus on improving the social functions of the team's distance education platform. Yifei mainly participated in and recorded the data of different evaluation methods, and analyzed it. And participate in meeting inspection and recording.

Working screenshot:



Stand-up feedback: After the stand-up, we continued to refine the prototype of the group design based on the storyboard, especially regarding social and mobile features. After completing all the testing methods, the team decided to add icons and information prompts to the function of sharing files in the prototype, to add voice and portable conference functions other than text to the pages of user communication, to improve the original task progress sharing function, and to add User's personalization settings, etc.

Working link:

low fidelity prototype:

<https://www.figma.com/proto/FJSUCfxYCYJw0RYdwDaM0T7/Untitled?node-id=3%3A62&scaling=scale-down&page-id=0%3A1>

Medium fidelity prototype:

<https://xd.adobe.com/view/60a35e5c-6521-4ad4-b5a0-5138768e30c2-35f0/?fullscreen>

high fidelity prototype first edition:

<https://xd.adobe.com/view/a38b5185-1cd6-404e-a519-691611eda9bb-f6d8/?fullscreen>

high fidelity prototype second edition:

<https://xd.adobe.com/view/e1500f58-b5b2-46a8-bf6b-7d3608c42cde-b403/?fullscreen>

high fidelity prototype third edition:

<https://xd.adobe.com/view/8883f408-0d4c-4029-bd53-32f671cedac5-ddd0/?fullscreen>