Meeting notes

26 November 2023 (2:30 to 3:30 GMT)

OBJECTIVES AND ACTIVITIES

- Report on findings for the week
    - Requirements and context, stakeholders/target users, content, technologies to use
- Design questionnaire
    - Identify goals
    - Get general idea of structure
- Discuss other possible means of data gathering
    - Interviews, observations, etc.
- Start talking about developing (low fidelity) prototypes
    - Wireframes/paper based

MEETING NOTES

REPORT ON RESEARCH

Carli:

Pertaining to job portfolio:
Requirements
Current experience/problems
Context

Kurt:

Pertaining to job portfolio:
Requirements
Frameworks
Content
Other notes:
Create dynamic profiles (separating job seekers and HR/networkers)
Possible chatbot (simplistic AI with template to be realisitic about resources)

Tan:

Pertaining to job portfolio:
Target Users
Content
Technologies

Martin:

Pertaining to event planner:
Requirements
Stakeholders
Content
Technologies

Conclusions
The group has very common themes pertaining to choice of frameworks, choice of application, and features to include

QUESTIONNAIRES AND OTHER DATA GATHERING
Carli

Consider triangulation to gather different insights/perspectives
Gather demographics
Get an idea of past/current experiences

Martin

Conduct interviews
Group interviews with target demographics
Conduct observations (in field at events)
Online surveys
  Get idea of current user experience
  Get an idea of what people want/currently use

Kurt

Limit to one data gathering technique (questionnaire)
Stick to what people know and tools we're familiar with (Google form)
Find what are negative experiences of current user experiences
Identify which is more preferential: personalization vs standards/templates
Develop dynamic questionnaire

Conclusions
Limiting data gathering to questionnaires solely due to limited time resources and lack of wide accessiblity to targeted demographics

Develop dynamic questionnaires for two target groups

OTHER NOTES
Kurt explained and informed Gantt chard

COMING UP TASKS
Martin: Create and share Google sheet

Carli: Update Trello board

Kurt: Update Gantt chart, compile questionnaire

Everyone:
	Write lists of questions
	Develop low fidelity prototypes

NEXT MEETING:
	Categorize requirements in terms of priority
	Review wireframes/low fidelity prototypes